

MUNICIPAL BUILDING
CITY OF
WEST UNIVERSITY



CITY OF WEST UNIVERSITY PLACE
FACILITIES **MASTER PLAN** UPDATE

JULY 2015

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West University Place Mayor and City Council

Bob Fry, Mayor

Susan Sample, Mayor Pro Tem

Ed Heathcott, Councilmember

Joan Johnson, Councilmember

Dick Yehle, Councilmember

West University Place City Manager

Michael Ross

West University Staff Members

Chris Peifer, Assistant City Manager/Public Works Director

Dave Beach, Assistant Public Works Director

Thelma A. Lenz, City Secretary

Rhonda Daugherty, Finance Director

Wendy Standorf, Human Resources Director/Risk Manager

Tim O'Connor, Parks & Recreation Director

Ken Walker, Police Chief

Aaron Taylor, Fire Chief

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EXECUTIVE SUMMARY

The goal of the Facilities Master Plan Update is to identify the space needs for each department of the City of West University Place and to create a long range facilities plan to satisfy these needs. The facilities plan will enable the City of West University Place to continue to provide high quality services to the citizens of West University Place at a level established by the City Council.

This 2015 Facilities Master Plan is the first formal update since 2006. This update focuses on updating the Master Plan based on improvements implemented since the last update and other future facility requirements. The future facility requirements are defined as facility requirements that are based on specific department requirements, facility improvements or council directives. This update documents the current and projected staff and space allocation.

This Facilities Master Plan identifies staff and space requirements that are expected for the next 10 years. This update covers all City of West University Place departments and addresses the following existing City buildings:

- City Hall
- Public Works Administration
- IT Outbuilding on Milton
- Public Works Maintenance Facility on Milton
- Public Works Operations on Milton
- Library
- Community Center / Senior Center
- Scout House
- Recreation Center
- Colonial Park Pool Facility

It is recommended that the Facilities Master Plan be reviewed by staff annually for consistency with changing conditions or policies and be modified as required. In addition, this plan should be updated at least every 10 years or as needed due to major changes in direction.

It is recommended that the City undertake a regular Building Condition Assessment for all of its buildings on a 5 year basis to track and document building conditions and to understand how the building condition may impact the long-term viability of the building to be part of the long-term Facilities Master Plan.

This Facilities Master Plan utilizes several planning assumptions that are used in reaching the conclusions and recommendations contained in the report. The City has developed space standards for each staff position in the City. These space standards form the basis of all space projections contained in the update. The space standards were developed in previous Facilities Master Plans and were used in the planning of the City's recent building projects.

The City of West University Place should continue to take a long-term view of its facility and property assets. This will require the City to look beyond the 10 year planning window so that short term decisions will allow for the best long-term decisions to be made. This includes considering the types of services the City provides to the community, the level of services provided and where those services will be located. The City Council has adopted the long-term formation of a municipal block to allow for consideration of long-term future municipal facilities in City Center. The City has assembled property in the City Center over the years as the property became available. This assemblage has created an intertwining of property ownership with both residents and the West University Baptist Church. As the City's existing facilities continue to age and replacement becomes inevitable, the City should consider where those replacement buildings should be located. This may require the City to acquire or exchange property with others to achieve the optimal municipal block that would allow configuration of the City Center campus for the long-term. A strategic long-term view of property ownership may allow the City to implement the best facility replacement decisions in the future. It is recommended that the City take a long term view of facility needs so that short term decisions do not preclude the best long term solution.

The City should consider taking advantage of opportunities as they are presented to assemble ownership of the balance of the block bound by Amherst, Auden, University and College for additional options for replacement of the City's aging facilities in the future. This assemblage of property is consistent with the City Council's desire to create a municipal block that could accommodate a city campus if desired in the future.

The City of West University Place is a fully built out City that has minimal expected future population growth. The community has been replacing the previous generation of homes to more modern homes and this trend is expected to continue in the future. The City's recent business and retail development has been replacement in nature. This pattern is expected to remain for the foreseeable future. The City staffing levels and facilities reflect this condition. The City facilities are in various conditions from aging to newly replaced in recent years.

This Facilities Master Plan includes the following information:

- Summary of Existing Facility Conditions
- Summary of Existing Facility Uses
- Summary of Current and Future Department Staff Requirements
- Summary of Current and Future Departmental Space Requirements
- Summary of Existing Facility Capacity to Satisfy Space Requirements
- Summary of Evaluation of the Location of Facilities and Recommendations
- Summary of Needed Replacement and Renovated Facilities
- Summary of Existing and New Facility Options and Recommendations
- Summary of Timelines
- Specific Action Recommendations

SUMMARY OF EVALUATION OF FACILITY LOCATIONS AND RECOMMENDATIONS

CITY CENTER

The majority of city facilities are located in the area surrounding the existing City Hall, known as City Center. The City Hall will remain the hub of City business and the ultimate location for primary City services. Portions of the City's water supply system is located in the City Center and is expected to remain for the long-term. The buildings located in City Center are located in the area generally bound by Rice, University, Auden and College. The buildings located in City Center include the following:

CITY HALL

Departments/Services

- City Administration
- City Secretary
- Police
- Fire
- Municipal Courts
- Finance
- Human Resources/Risk Management
- Emergency Operations Center
- Communications (Public Outreach)

PUBLIC WORKS

Departments/Services

- Public Works Administration
- Development Services
- Planning
- Facilities
- Operations
- General Services
- Fleet Maintenance
- Water Tanks and Well
- Facilities Maintenance
- Solid Waste & Recycling

OUTBUILDING

Department/Services

- Information Technology

LIBRARY

COMMUNITY CENTER / SENIOR CENTER

Department/Services

- Parks and Recreation
- Seniors

SCOUT HOUSE

RECREATION FACILITIES

Buildings located outside of City Center but still within the city limits include the Recreation Center that is located at 4210 Bellaire Boulevard and Colonial Park which is located at 4130 Byron. These buildings were replaced in 2009 and are the recommended long-term location of those services.

WASTEWATER TREATMENT PLANT

The City's Wastewater Treatment Plant is located at 2801 North Braeswood Boulevard which is in the City of Houston. The wastewater plant is located in the recommended long-term location.

OTHER PROPERTY

The City also owns property at 5004 Dincans that was recently used for the recycling program, an adjacent parking lot on Westpark and property at 9720 Ruffino that is located in west Houston that are currently vacant. The Dincans and Ruffino Rd. properties are located within the City of Houston. The vacant property on Dincans represents the best opportunity for satisfying short term City facility needs. The City owns other various miscellaneous properties that are used for parks and for utility uses as well as property located at 4213 Bellaire Boulevard that is being leased to a private business.

RECOMMENDATIONS

PUBLIC WORKS MAINTENANCE FACILITY

The location of City buildings and services are generally located in desired long-term locations. The exception is the Public Works Maintenance Facility which is cur-

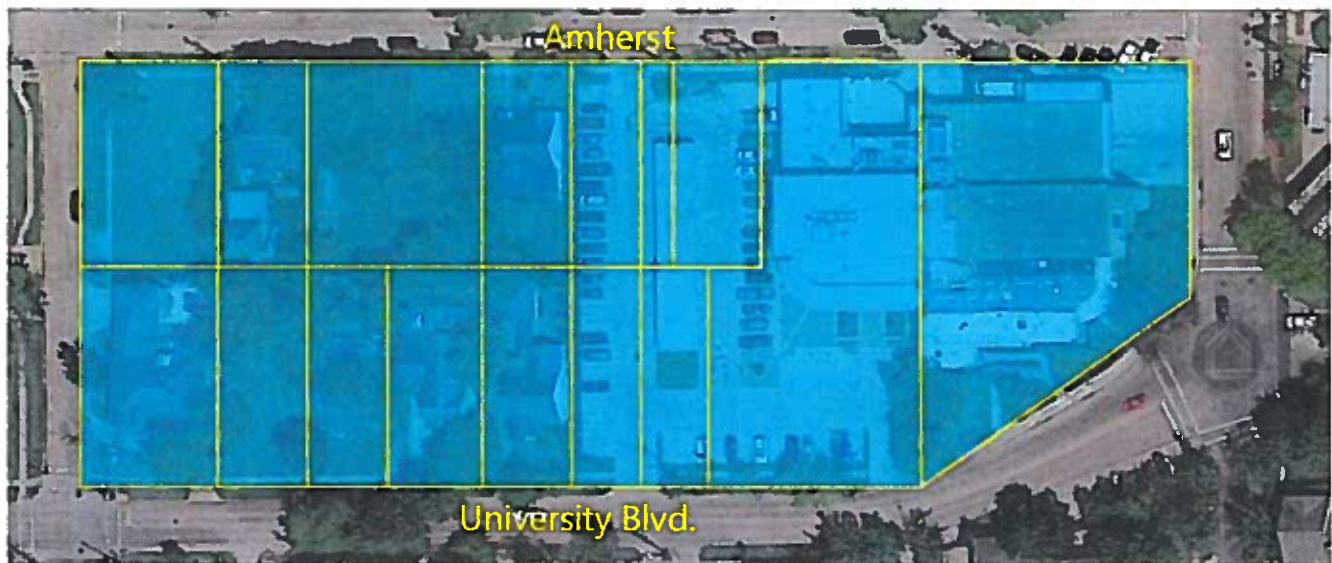
rently located at 3826 Milton Street. The 2006 Facilities Master Plan recommended the relocation of the Milton Street Public Works Maintenance Facility out of City Center. This relocation would remove noise and traffic out of the residential areas of the City that are a result of normal everyday operations and to improve departmental efficiencies. The relocation would also improve land use incompatibilities. The City still desires to move the Public Works Maintenance Facility which includes General Services, Traffic Control, Fleet Maintenance and Solid Waste & Recycling out of City Center to a more appropriate location. The vacant site on Dincans represents the best option for relocation of these uses out of City Center and to a location that will provide consolidated operations, provide adequate space and improve operations. This replacement can be dictated by the desire to move out to City Center or at the time of end of life of the existing facility.



MUNICIPAL BLOCK

The City's existing property located within the City Center is intermixed with residential lots and property owned by the West University Baptist Church. The current ownership of the various parcels in the area bound by Rice, University, Auden and College creates a planning challenge for all property owners including the City to achieve the best and most efficient use of property in those areas. The previous Facilities Master Plans recommended that the City consider consolidation of property within the City Center to create a long-term larger municipal block for future City use.

The City should consider the long-term creation of the municipal block that is bound by Amherst, University, Auden and College through the long-term acquisition of property within this block. This assemblage of property should be considered a long-term goal and be implemented as property becomes available.



 Future City Municipal Block

SUMMARY OF EXISTING AND NEW FACILITY OPTIONS AND RECOMMENDATIONS

CITY HALL

The existing City Hall building was originally built in 1954. The building was renovated in 1998 and expanded and renovated again in 2011 to locate the Police Department in the building. Minor renovations in 2008 and 2014 included the administration suite and IT areas. The building contains approximately 33,690 SF and includes Administration, Police, Fire, Municipal Courts, Human Resources, Finance, and Emergency Management. The building is in very good shape and is able to accommodate projected departmental growth for the next 10 years. The building is designed to be expandable in the future to accommodate the relocation of Public Works Administration, Development Services and Planning. The timing of the expansion should align with the remaining life expectancy of the existing Public Works Administration building.

PUBLIC WORKS ADMINISTRATION BUILDING & OUT BUILDINGS

The existing Public Works Administration building was constructed in 1995. The building faces Amherst. The building contains the Public Works Administration, Development Services and Planning departments. The building is in good shape. The building is located on a campus that includes water facilities, facilities maintenance, fueling, fleet parking and operational functions. The building is constructed of a wood structure (Type V) and has a metal roof which is of lower quality than most other municipal buildings. The building contains approximately 4,280 SF and is of sufficient size for the projected growth for the next 10 years.

The administration building is attached to and surrounded by other City owned outbuildings. These outbuildings are much older and with a more limited life expectancy remaining. The Information Technology department was recently located in one of these outbuildings on this campus to allow for expansion of administrative space at the existing City Hall. The IT department should be relocated back into City Hall as the space allows. The IT staff manages the City's infrastructure and servers that are all located in the City Hall. The

pumps and controllers for the City's water facilities are located in the building located behind the Administration Building off of Milton Street.

PUBLIC WORKS MAINTENANCE FACILITY

The existing Public Works General Services building was constructed in 1954 on Milton. The building is L-shaped and contains the sign shop, traffic, fleet maintenance and other support spaces. The building contains approximately 8,160 SF. The buildings are old, have been renovated several times and have limited expected life remaining. The site backs up to residential properties to the north and an existing parking lot to the east. The City has outgrown these facilities and has located storage containers on site to house materials. Replacement of this facility outside of the City Center is recommended.

COMMUNITY BUILDING / SENIOR CENTER

The existing Community Building / Senior Center was constructed in 1941 and renovated in 2012. The building houses the Seniors Programs as well as the Parks and Recreation Administration. The building contains approximately 9,485 SF. The building has a large auditorium space that is used for community meetings. The facility is rented out for large community events. The building is in fair shape and the 2012 renovation extended the life of the building. The renovation will allow the building to continue to be used by the City for its current use for the next 10 years. There are deed restrictions on this site that will limit future use.

LIBRARY

The existing library was opened in 1963 and contains 5,564 SF located on two floors. The library is operated by the Harris County Public Library System. The building has never had a major renovation and contains several known deficiencies and limitations. Any renovation of the library will require the deficiencies to be remedied which are likely to reduce usable area due to the space needs of safety and required ADA improvements. This will reduce the existing program areas that are already limited. A renovation could be triggered by either program improvements or life safety improvements. There are deed restrictions on this site that will limit future use.

RECREATIONAL CENTER

The Recreation Center was constructed in 2009 replacing a previous recreation center located at the same site. The building contains approximately 37,080 SF. The building is in excellent shape and will satisfy City programming requirements for the foreseeable future.

COLONIAL PARK POOL FACILITY

The Colonial Park Pool facility was constructed in 2009 replacing the previous recreation center, outdoor pool and pool house located on the same site. The building contains approximately 4,875 SF. The City has plans to improve the west end of the park in the near future, specifically during the HISD School year, to provide more community use. The building is in excellent shape and will satisfy City programming requirements for the foreseeable future.

SPECIFIC RECOMMENDATIONS

This Facilities Master Plan Update recommends several specific actions for the City to consider. These recommendations include the following:

- Construct a new Public Works Maintenance Facility on City property on Dincans site
- Construct a new Animal Facility at the existing location or on Dincans site
- Conduct a Facilities Condition Assessment Update for all City buildings every 5 years
- Conduct a Facilities Condition Assessment on the Library to define specific deficiencies that require immediate attention





GOALS AND OPPORTUNITIES

The goal of the 2015 West University Place Facilities Master Plans is very similar to previous versions of the City's Facilities Master Plans. This update is intended to provide a specific long range road map for the City to make critical facility decisions that are fact-based and quantitative in nature. The City should consider the long term goals of the City when making short term facility decisions. This update is intended to be easy to follow and understand the basis of each recommendation. Although this update is very specific, it is intended to be flexible in nature to allow for the City to make small adjustments without completely abandoning the overall direction of the plan. This update provides specific options for some of the facility improvements. These options are intended to become the basis of a more detailed definition of the final recommendation to be accomplished at the time of implementation. Goals for this update include the following:

General Goals

- Update inventory of existing facilities and use
- Update department staff and space requirements for next 10 years
- Provide best facility options and locations to satisfy those requirements
- Provide timing and planning budgets for each facility improvement

Specific Goals and Opportunities

- Create a long term planning strategy for aging facility replacement and its impact on property configuration
- To identify and create a long range plan options to satisfy space and facility needs
- Improve parking in City Center that is reasonably attainable and screened, well light and secure.
- Implement the proposed Auden Street Landscape Plan
- Consolidation of City services
- Maximize value of City property and surrounding property
- Maximize use of available property

The City has other buildings and facilities that were not part of this update. These include the Wastewater Treatment Plant, Bellaire Elevated Water Storage, Wake Forest Water Treatment, Plant and Well, and individual City parks and other utility lands.





HISTORY AND BACKGROUND

The City of West University Place was incorporated in 1924. The City is an urban enclave community located in the middle of the Houston metropolitan area. Although the land area is only approximately 2 miles, the City has an assessed valuation of property approaching \$ 5.4 billion. Primarily a residential community, the City has several commercial developments and is adjacent to major retail centers.

The City of West University Place has been conducting Facilities Master Plans since 2006. These plans have led to some of the City's most notable civic decisions. These Facilities Master Plans have guided the City through the replacement of the Police Department, renovation of the City Hall, and replacement of the Recreation Center and Colonial Park facilities. The previous plans have recommended future improvements that have not yet been implemented. These include the following:

- Relocation of Public Works Maintenance Facility out of City Center
- Consolidation of City owned property in City Center
- Expansion of parking in City Center
- Relocation or rebuilding the Animal Control Facility
- Development of replacement strategy, location and timing for the Public Works Administration Building
- Development of replacement strategy, location and timing for the Library
- Development of replacement strategy, location and timing for the Community Building/Senior Center
- Development of replacement strategy, location and timing for the Administration Division
- Development of replacement strategy, location and timing for the Parks Maintenance Division

Even though the replacement of the Public Works Administration Building and Community Building/Senior Center is in the future and likely outside the planning window of this plan, the City should develop a long-term strategy for these facilities to allow for a timely

and cost effective transition. The Library replacement strategy should be based upon a review of programs offered at the existing facility and remedy of building deficiencies. This will include location decisions.

KEY ASSUMPTIONS AND PLANNING GIVENS

In addition to using relevant previous studies, this Facilities Master Plan used several key assumptions and planning givens for the purpose of guiding this update.

These include the following:

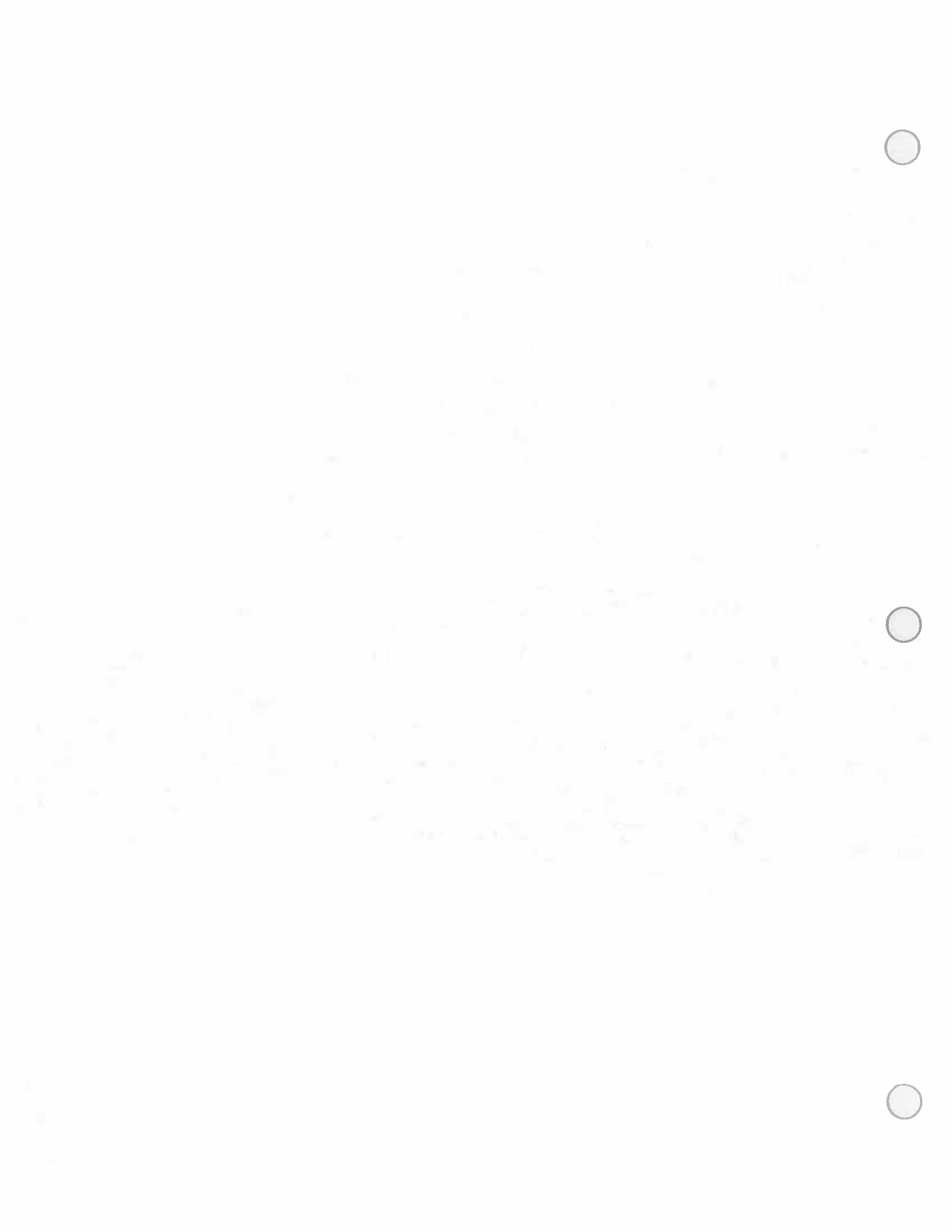
- The City is not expected to see sizable population growth. The City staff levels are also expected to remain at or near current levels for the next 10 years with only minor increases expected with the exception of police patrol staff. The police department is expected to grow in staff levels for patrol officers if regional crime rates increase as is currently predicted. This growth of officers will not impact facilities.
- The City water system located in City Center will remain in its current location.
- The City Space Standards used for the allocation of space for each department position will remain constant.
- This update is based on "Need-Based Requirements". This assumes the staff or space is required as a direct result of program expansion or other City Council directive.
- This update is a Facilities Master Plan and not a Building Assessment Report. This report, although it touches on building condition in some incidences, should not be considered a replacement for a thorough Building Assessment Report. A Building Assessment Report would more comprehensively describe building conditions, life expectancy and required capital improvements.

UPDATE CONTENT

This Facilities Master Plan identifies staff and space requirements for the next 10 years. This update covers the following departments:

- City Administration
 - City Secretary
 - Communications
 - Human Resources
 - Information Technology
- Public Works
 - Public Works Administration
 - Development Services
 - Planning
 - Facilities
 - Operations
 - General Services
 - Facilities Maintenance
 - Solid Waste & Recycling
- Parks and Recreation
 - Parks Administration
 - Seniors
 - Recreation
 - Parks Maintenance
- Police
- Fire
 - Emergency Management
- Finance
 - Accounting
 - Treasury
 - Municipal Court





FACILITY ANALYSIS

The City of West University Place has several buildings that are used to house staff and other functions. Some of the buildings are relatively new and/or recently renovated and some are older buildings. The use of each of these buildings has been identified and evaluated in this report. This update will cover the following buildings:

- City Hall
- Public Works Administration and Outbuildings
- Public Works Maintenance Facility on Milton
- Library
- Community Center and Seniors
- Scout House
- Recreation Center
- Colonial Park Pool Facility

Each of the buildings contained in this section has been documented as to how each building was being used by the City at the time of this printing. The accuracy of this use analysis will become outdated over time in some cases, as the building's use changes. For each facility, the latest floor plan layout is included along with the basic site and building information (date of construction, square footage, number of parking spaces, building occupancy and a basic assessment of building condition). An aerial image is also provided. Each department use is colored coded with a unique color assigned to each department. This will allow the user to quickly discern how each building is being used, especially when multiple departments occupy a particular building.

City Hall

Address 3800 University Boulevard

Date Constructed 1954

Date Renovated 1998, 2008 and 2014

Date Expanded 2011

Number of Stories ... Two-story building

Square Footage 33,690 GSF

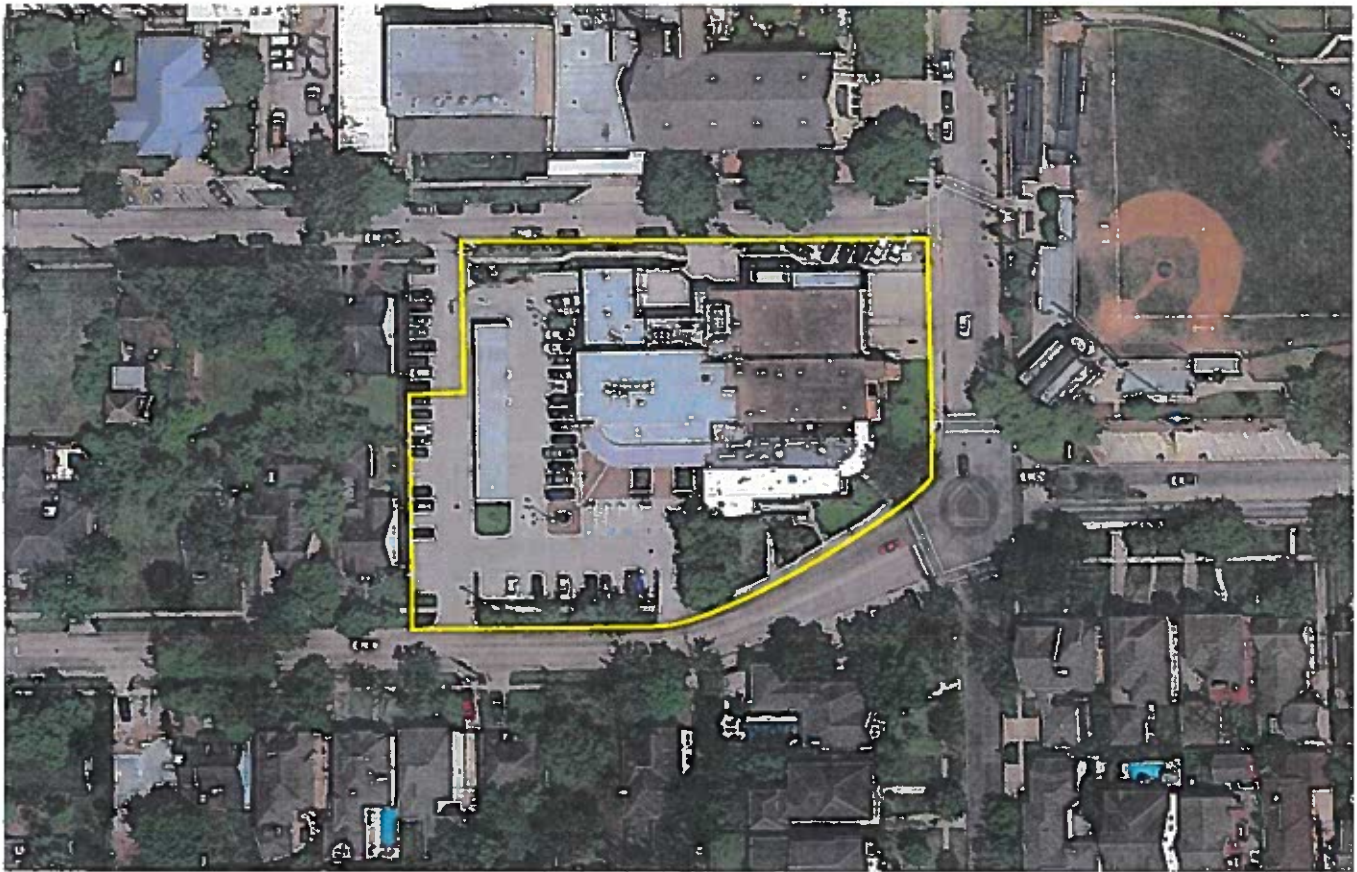
Parking 45 public spaces, 26 secure spaces

Occupants Administration, Police, Fire

Occupancy Status Fully utilized

Building Condition.. Very good condition

Building Conclusions: The existing building is fully utilized. The staff located in this building is expected to be very static over the next 10 years. The exception to this is the police department. The staff growth in the police department will be mostly in patrol officers, if regional crime rate increases as currently predicted, which will not impact the size of the building. The existing building is designed to accommodate the needs for this increased staff in areas such as lockers and other support areas. The projected staff growth is not expected to require any additional space within the next 10 years. The building is designed to be expanded to house Information Technology, Public Works Administration, Development Services and Planning in the future. The site is large enough for the proposed building expansion when necessary. Staff parking for this expansion is already located in Town Center. Additional public parking is necessary during certain parts of the day to accommodate the large drop-off and pick-up traffic at the West University Elementary School. The City and the West University Baptist Church have a parking sharing agreement in place that includes all parking lots in the City Center.



LEVEL 02

- POLICE
- FIRE
- EMERGENCY OPERATIONS CENTER
- SHARED

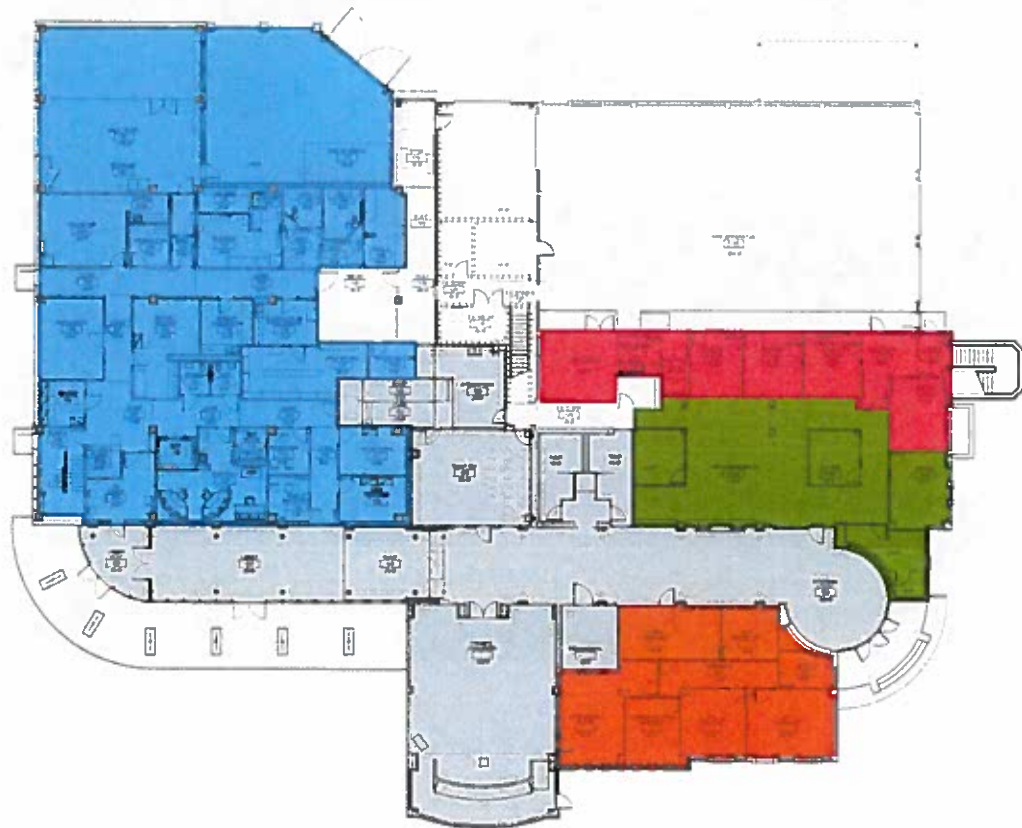
LEVEL 02 GSF - 8,890 SF



LEVEL 01

- POLICE
- FIRE
- CITY ADMINISTRATION
- FINANCE
- SHARED

LEVEL 01 GSF - 24,800 SF



Public Works Administration Building

Address 3826 Amherst

Date Constructed 1995

Number of Stories... One-story building

Square Footage 4,280 GSF

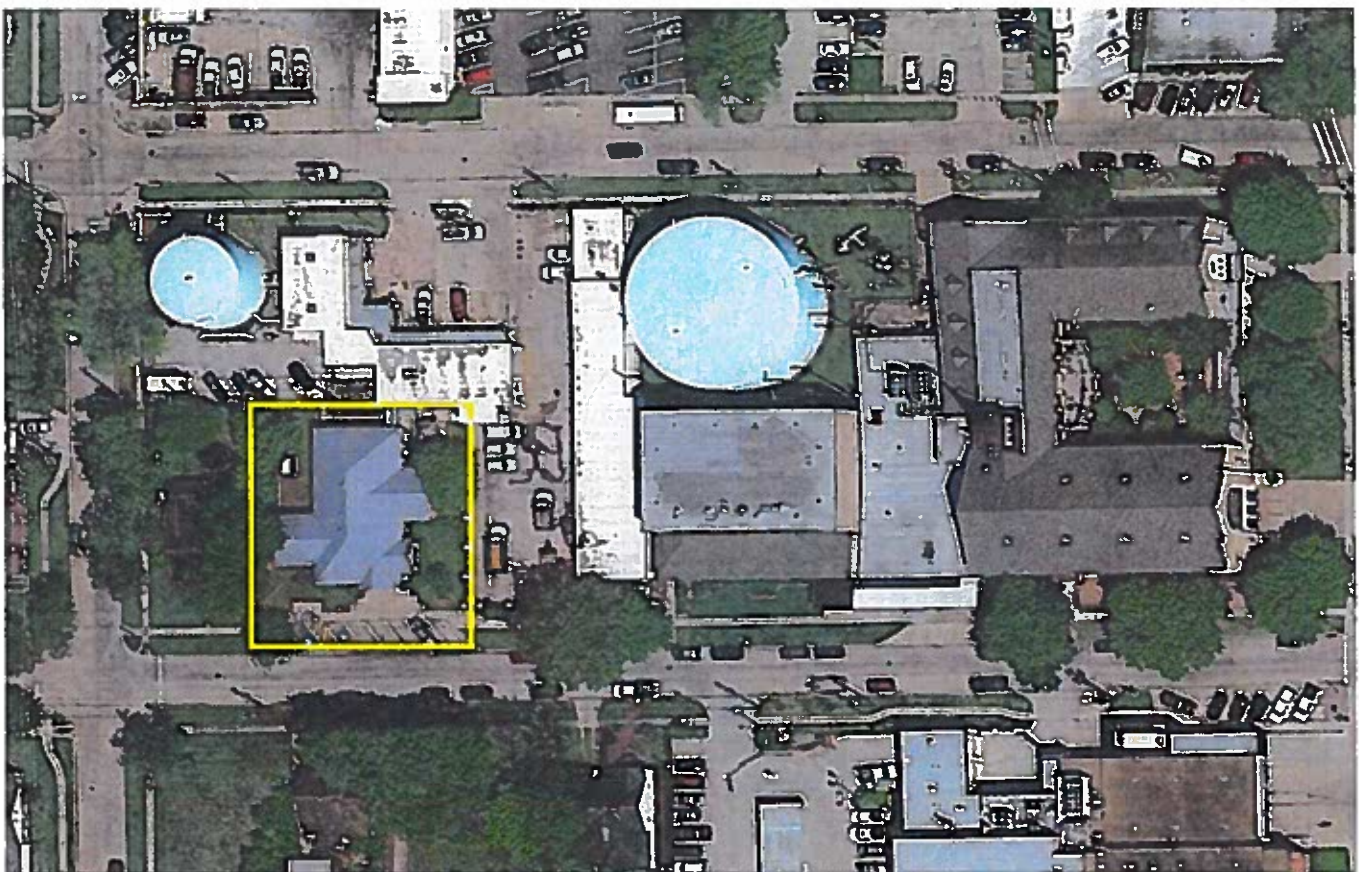
Parking 7 public spaces

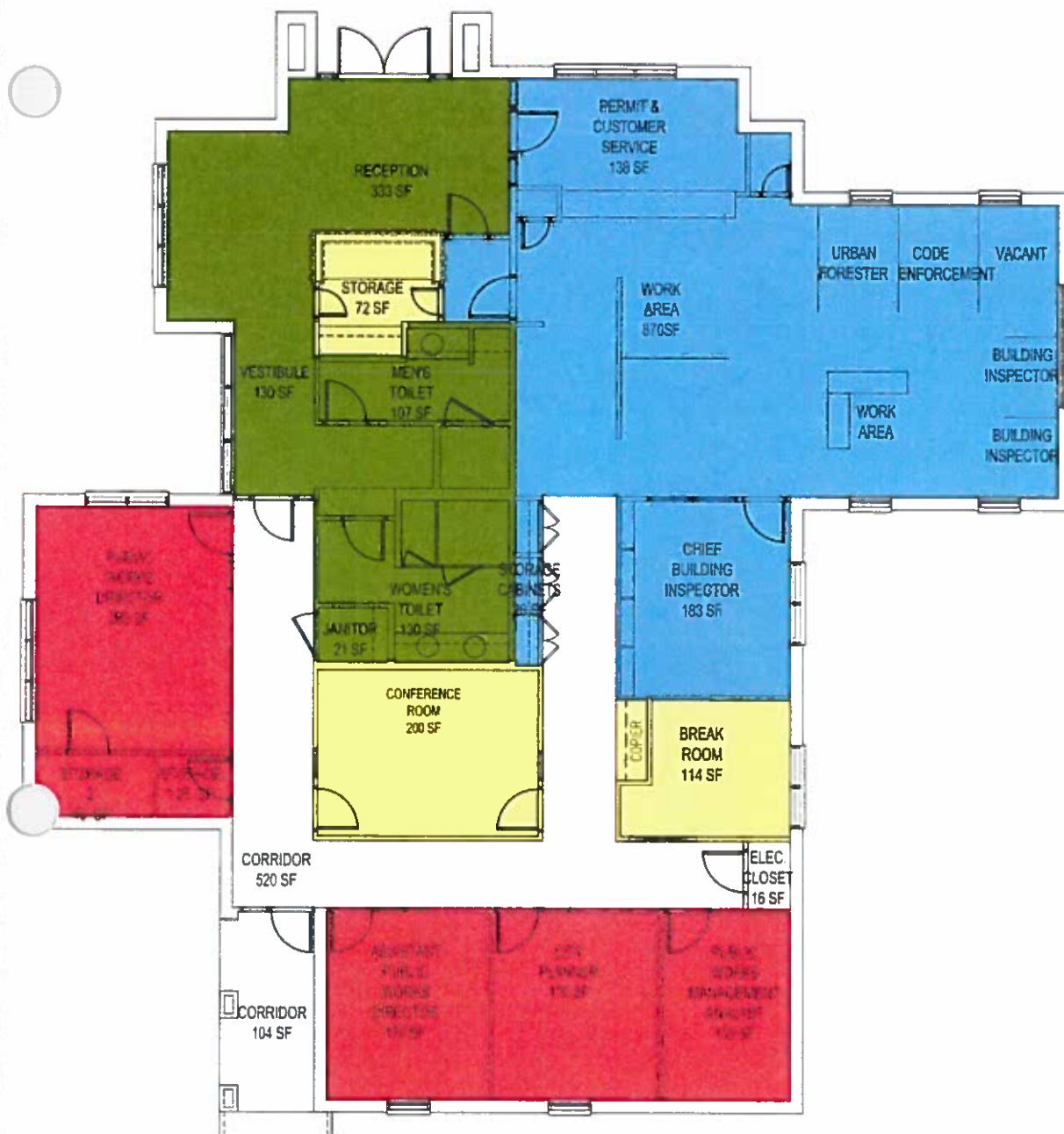
Occupants Public Works Administration, Development Services and Planning

Occupancy Status Fully utilized

Building Condition.. Good condition

Building Conclusions: The existing Administration Building is a wood frame building with a metal roof. The building is part of a larger Public Works campus that includes multiple outbuildings. The outbuildings are much older and have more limited life expectancy remaining. The Information Technology group recently moved into one of the outbuildings to allow for reconfiguration of the existing City Hall. The pump equipment and controllers for the City's water plant is located in one of the outbuildings. The fueling station for the fleet vehicles is also located on this site. The operations break room and locker rooms are located in one of the outbuildings that is under consideration to be moved to the Dincans property. Approximately 3,747 SF of material storage is located on the site with fleet vehicle parking. The IT department is located in an outbuilding containing approximately 670 SF.





LEVEL 01 GSF - 4,280 SF

LEVEL 01

- DEVELOPMENT SERVICES
- PUBLIC WORKS
- SUPPORT
- SHARED/PUBLIC
- OPERATIONS
- IT

Public Works Operations Building

Address 3825 Milton

Date Constructed..... 1957

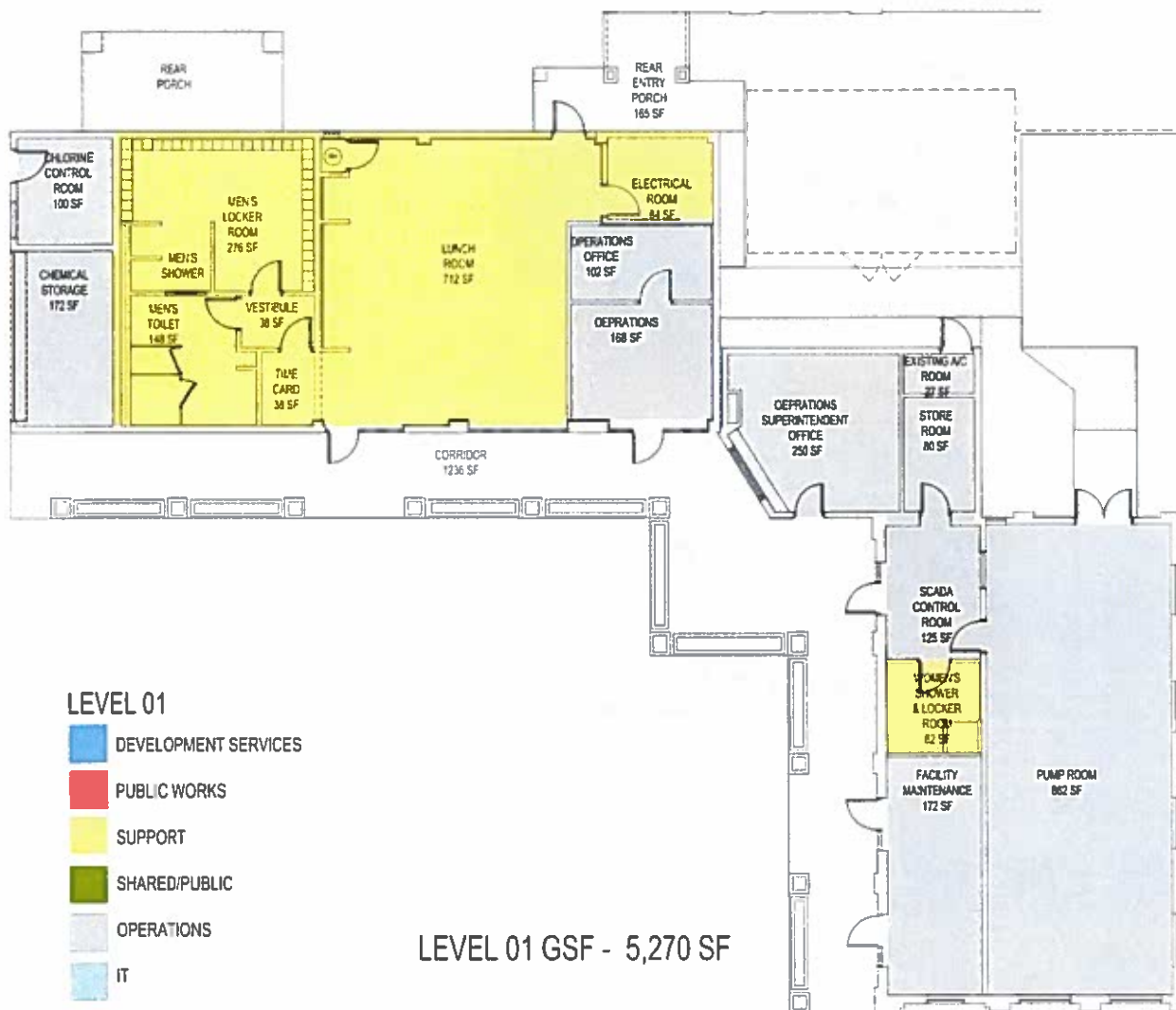
Number of Stories... One-story building

Square Footage..... 5,270 GSF

Parking 6 fleet spaces

Occupants Public Works Operations Scada,
Water System Pump and Controller
Fuel Pump

Building Condition.. Fair



Public Works Operations Out Building

Address 3825 Milton

Date Constructed..... 1957

Number of Stories... One-story building

Square Footage..... 4,988 GSF

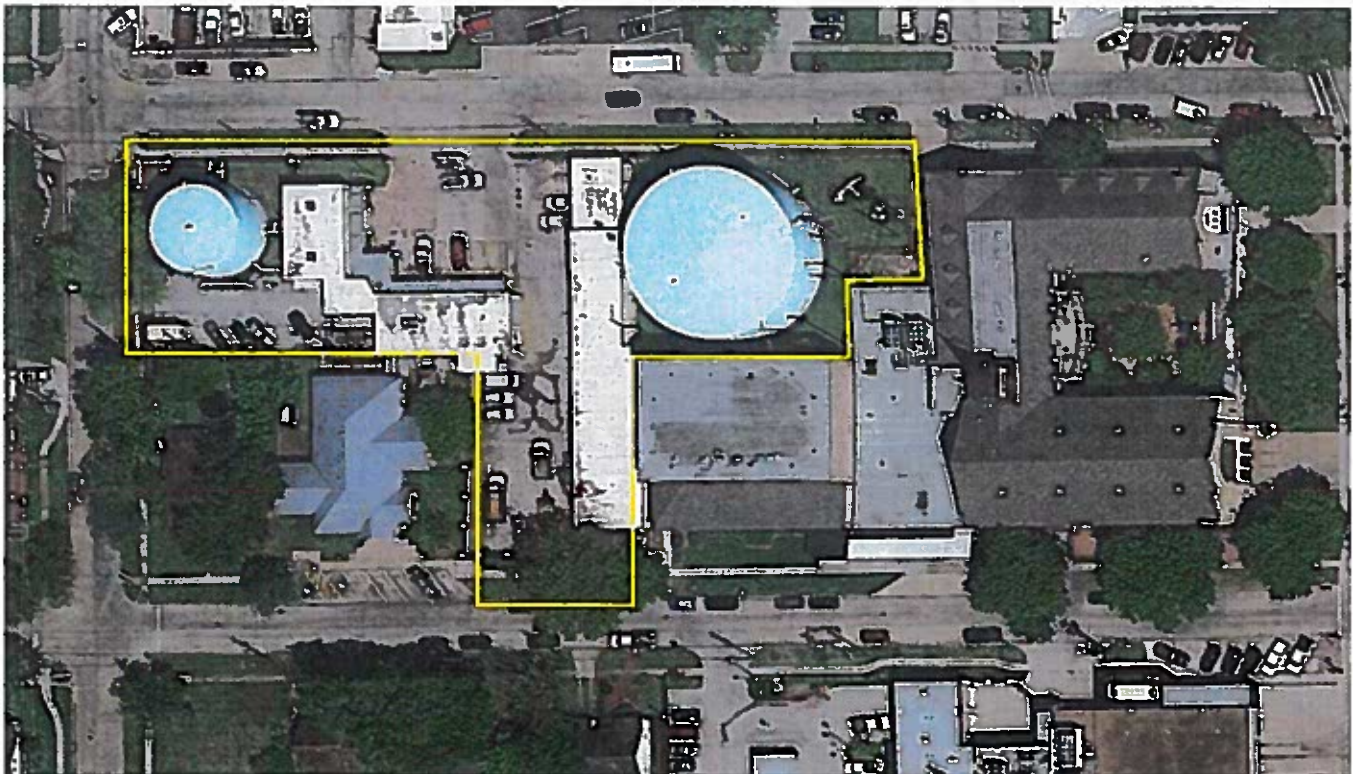
Parking..... 9 fleet spaces

Occupants..... Information Technology
Warehouse

Building Condition.. Fair



LEVEL 01 GSF - 4988 SF



Public Works Maintenance Facility

Address 3826 Milton

Date Constructed 1957

Number of Stories ... One-story buildings with partial mezzanine

Square Footage 8,160 GSF

Parking 7 public spaces and 9 fleet spaces

Occupants General Services, Fleet Maintenance, Sign Shop, Traffic, Solid Waste

Occupancy Status Fully Utilized

Building Condition.. Poor condition

Building Conclusions: The existing building has 8,160 SF of space that includes the ground floor and mezzanine areas. The City has outgrown the building and site and is using two storage containers on-site to supplement the facility size. The building is in poor condition and has limited life expectancy remaining. The projected additional space needs for Public Works cannot be accommodated on the existing site. These space needs will need to be satisfied on a new site. The building backs up to residential property to the north.





LEVEL 02 GSF - 990 SF



LEVEL 01 GSF - 5,230 SF

Library

Address 6108 Auden

Date Constructed 1963

Number of Stories... One-story building with a mezzanine

Square Footage..... 5,564 GSF

Parking 13 spaces

Occupants Library

Occupancy Status Fully utilized

Building Condition.. Fair condition with known deficiencies and use limitations

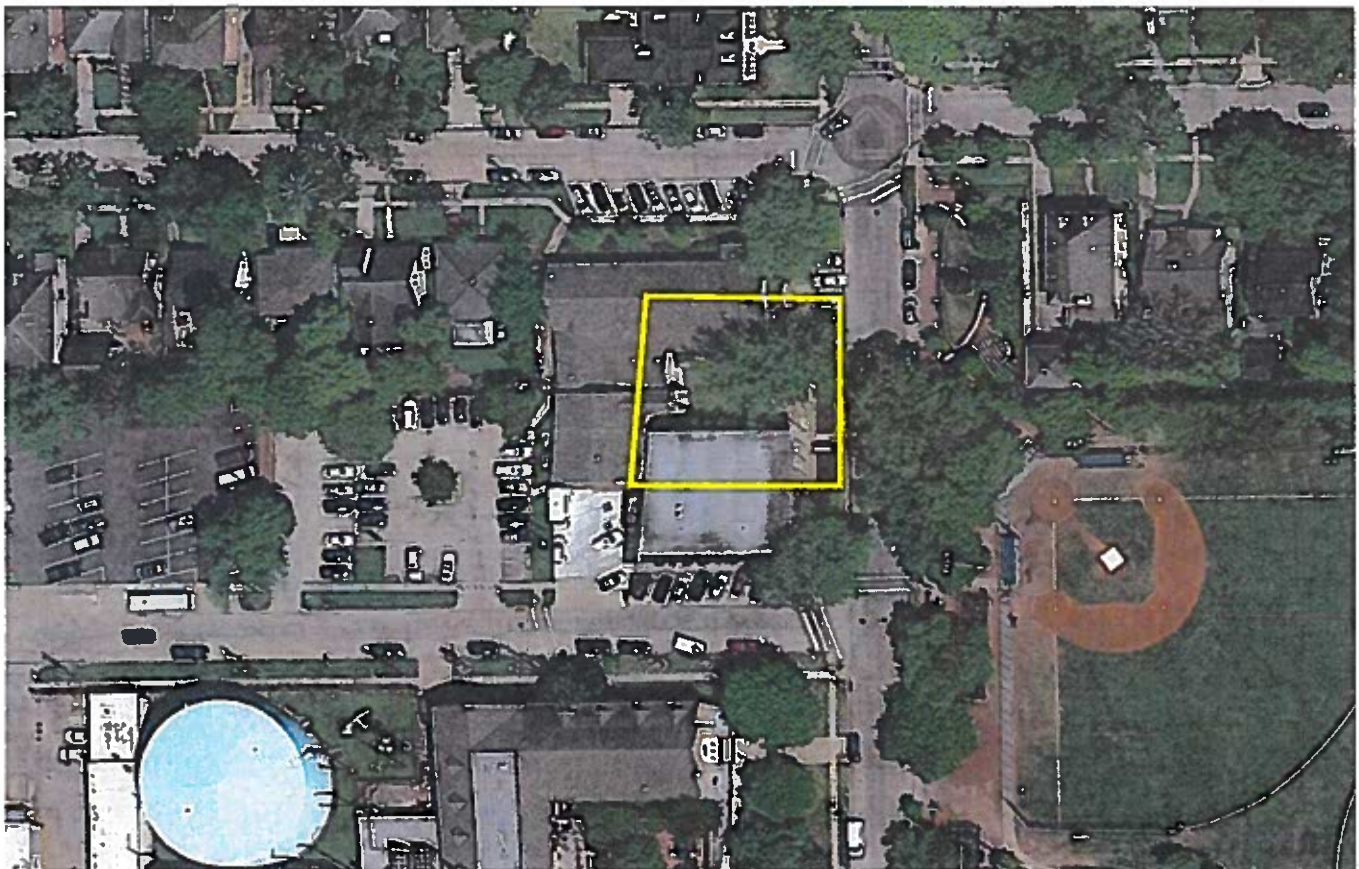
Building Conclusions: The existing building has 5,564 SF located on the ground floor and mezzanine. The library is operated by the Harris County Public Library System. The building has never had a major renovation and contains several known deficiencies and use limitations that include egress deficiencies, life safety deficiencies and ADA deficiencies. Deficiencies include:

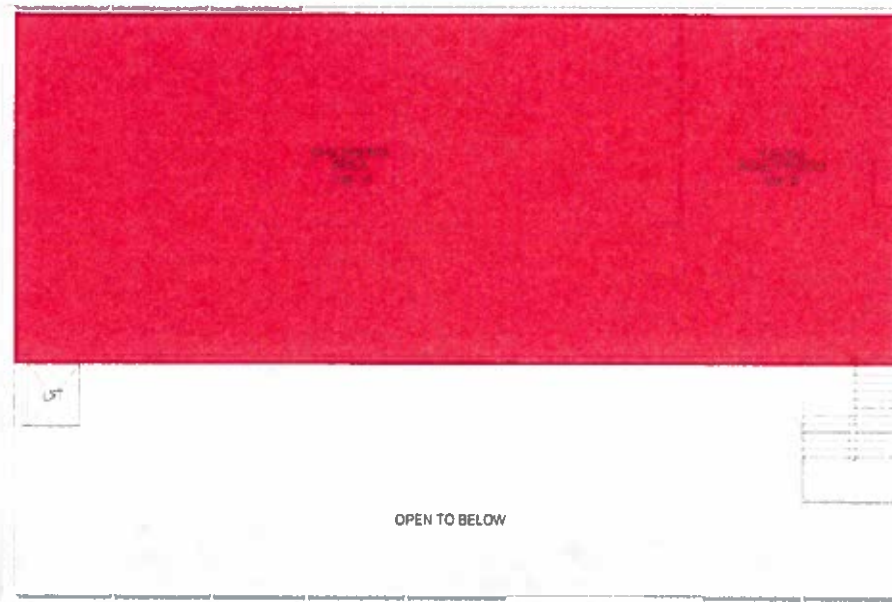
- Second exit stair is necessary from mezzanine
- Railings and handrails require replacement
- Fire alarm system
- Second exit from first floor
- Accessibility of spaces
- Shortage of restrooms

The building's program spaces are all undersized. Any renovation of the library would require the deficiencies to be remedied. A renovation could be triggered by either programming enhancements and/or life safety improvements. Any such renovation to remedy deficiencies would reduce the amount of existing program area that is already limited.

A condition assessment should be conducted to define the specific deficiencies of the building. It is also recommended that a program assessment be conducted to determine if the library is providing appropriate resources and programming required by the community.

A deed restriction will limit the use of this site.

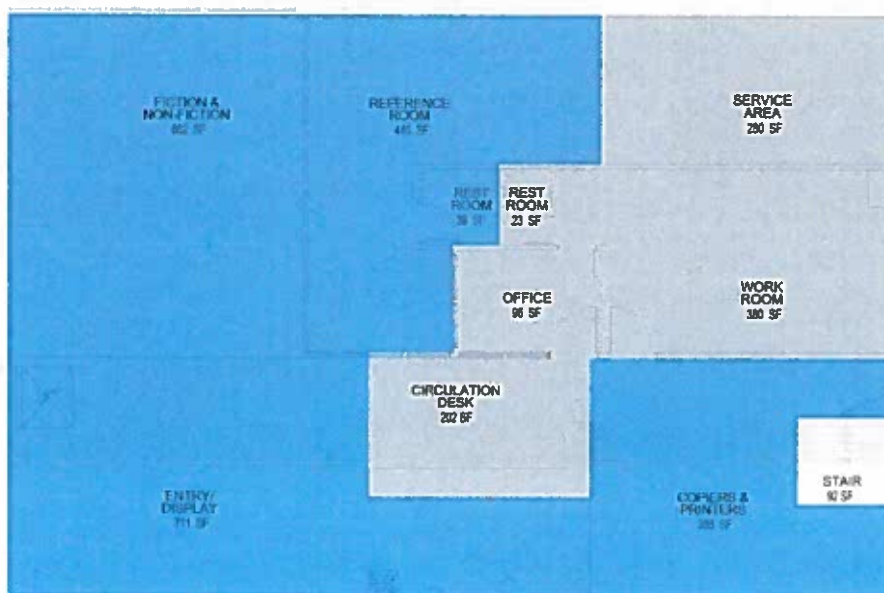




LEVEL 02

- ADULT
- CHILDREN
- STAFF

LEVEL 01 GSF - 1,978 SF



LEVEL 01

- ADULT
- CHILDREN
- STAFF

LEVEL 01 GSF - 3,586 SF

Community Center / Senior Center

Address 6104 Auden

Date Constructed 1941

Date Renovated 2012

Number of Stories... One-story building

Square Footage 9,485 GSF

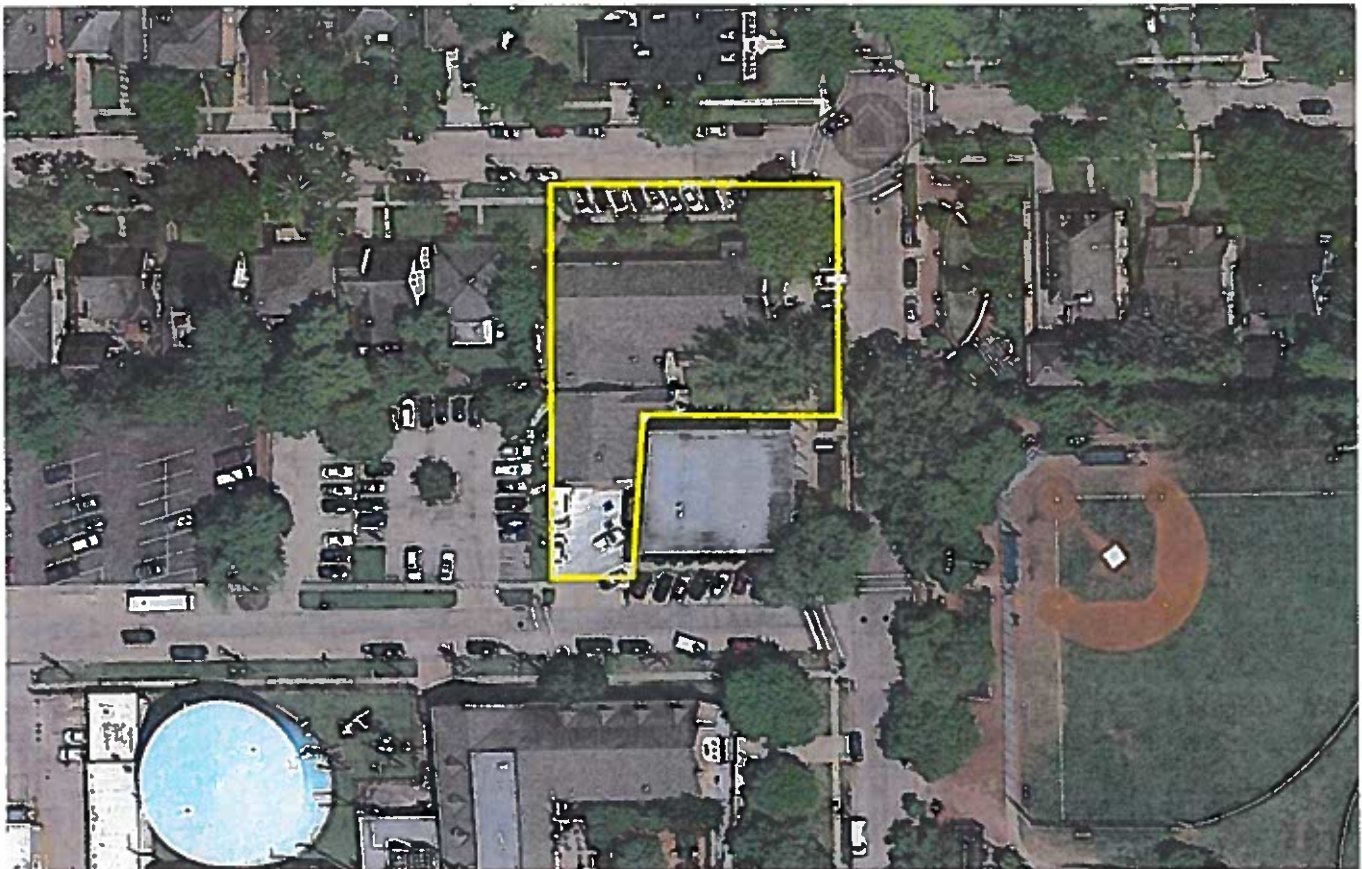
Parking 15 spaces

Occupants Parks and Recreation Administration, Seniors and Community Center

Occupancy Status ... Fully utilized

Building Condition.. Fair condition

Building Conclusions: The building has 5,971 SF of multi-use space that is used by various users. The building contains a large auditorium space that is available for large meetings for City Functions as well as rented out for community events. The renovation in 2012 improved the functionality of the building for program use and upgraded failing building systems. There are additional functionality issues that should be addressed by a future renovation. These include improving the entrance condition from parking lot, providing designated work space for volunteers working in the facility and storage needs. The renovation extended the life of the building for at least 10 more years. There is a deed restriction limiting the use of this site.



EXISTING LIBRARY

LEVEL 01

- PARKS & RECREATION
ADMINISTRATION
- AUDITORIUM
- SUPPORT/SHARED
- SENIORS



Recreation Center

Address 4210 Bellaire

Date Constructed 2009

Number of Stories... Two-story building

Square Footage..... 37,080 GSF

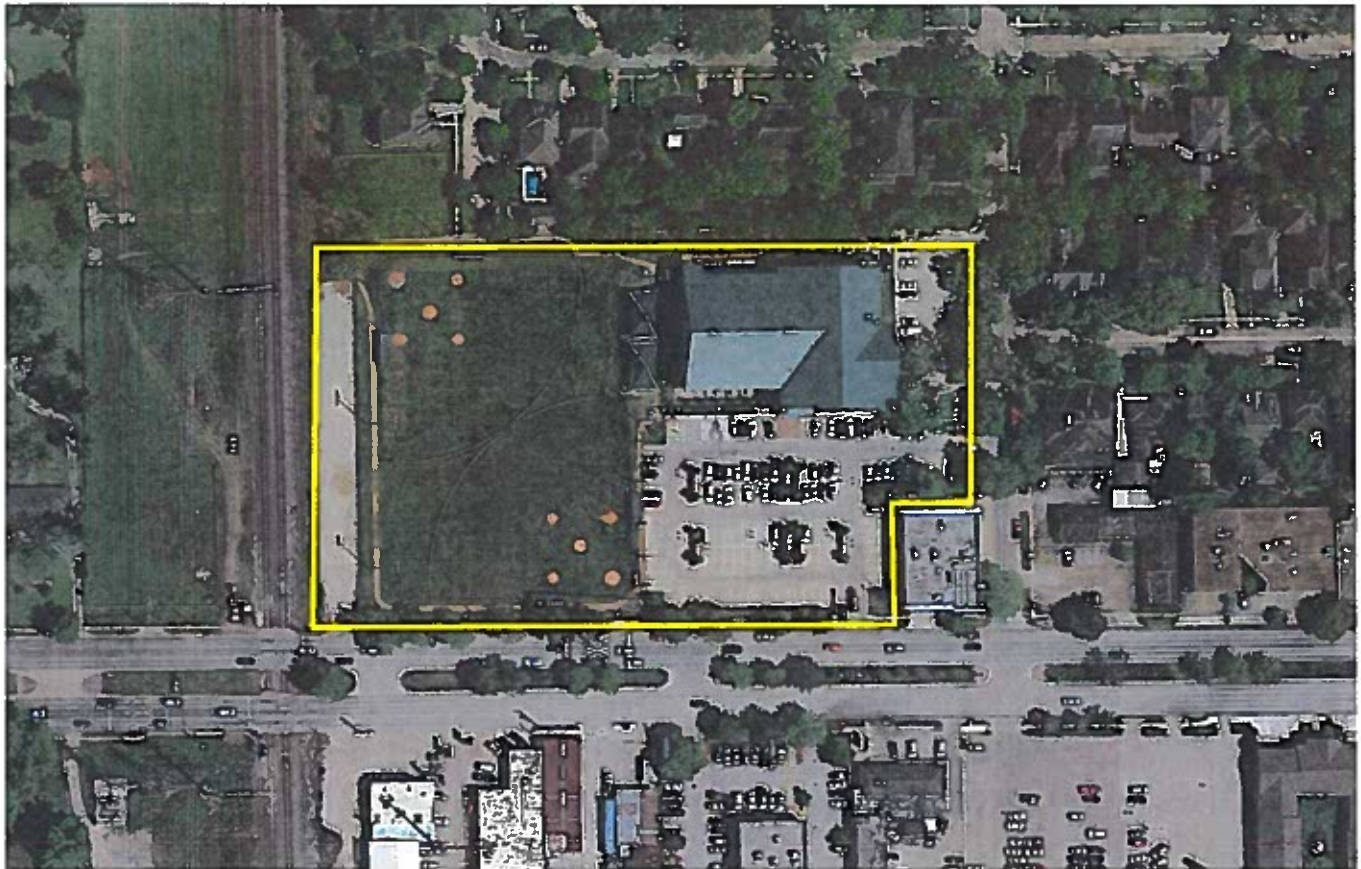
Parking 152 spaces

Occupants Recreation Center, Indoor Aquatics, Multi-purpose Rooms, Cardio/weight Room, Friends of West U

Occupancy Status Fully utilized

Building Condition.. Excellent condition

Building Conclusions: The building is approximately 37,080 SF located on two levels. The building was a replacement building for the Recreation Center located on the same site.

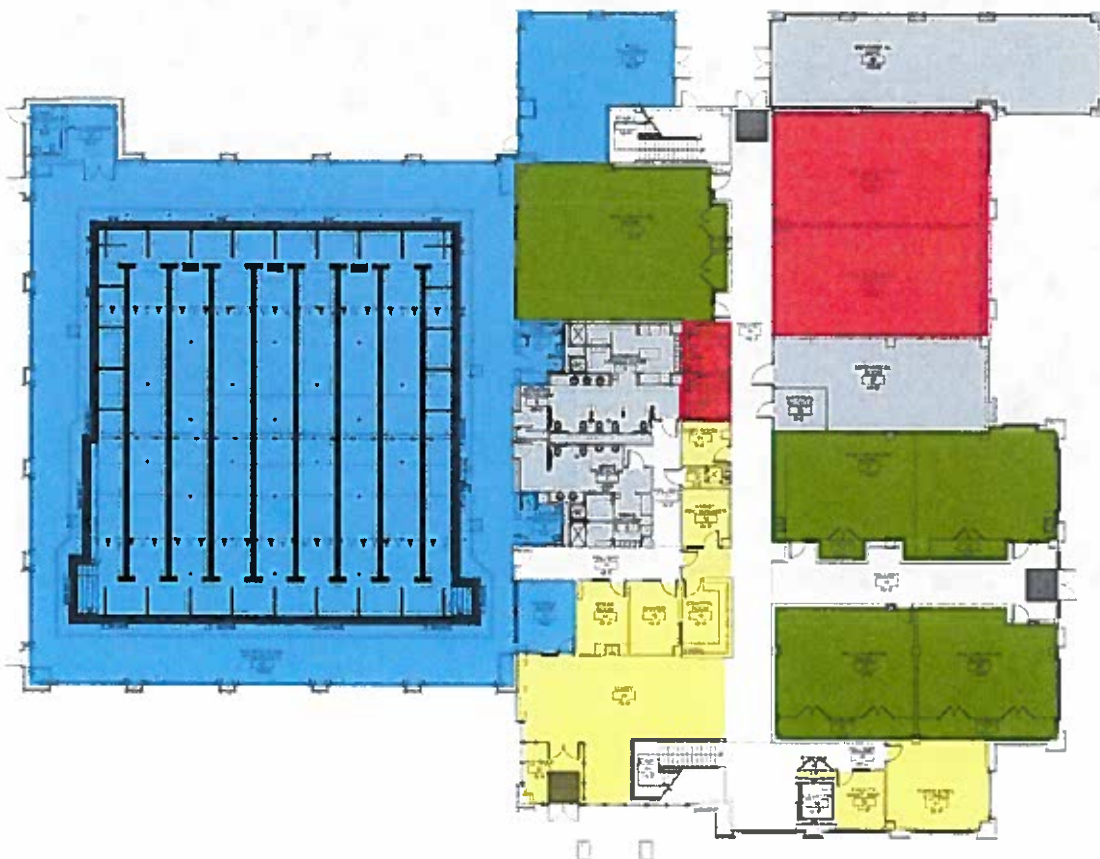




LEVEL 02

- POOL AREA
- WORK OUT AREA
- PARKS & RECREATION ADMINISTRATION
- MULTI-PURPOSE
- SHARED

LEVEL 02 GSF - 13,450 SF



LEVEL 01

- POOL AREA
- WORK OUT AREA
- PARKS & RECREATION ADMINISTRATION
- MULTI-PURPOSE
- SHARED

LEVEL 01 GSF - 23,630 SF

Colonial Park Pool Facility

Address 4130 Byron

Date Constructed 2009

Number of Stories... One-story building

Square Footage..... 4,875 GSF

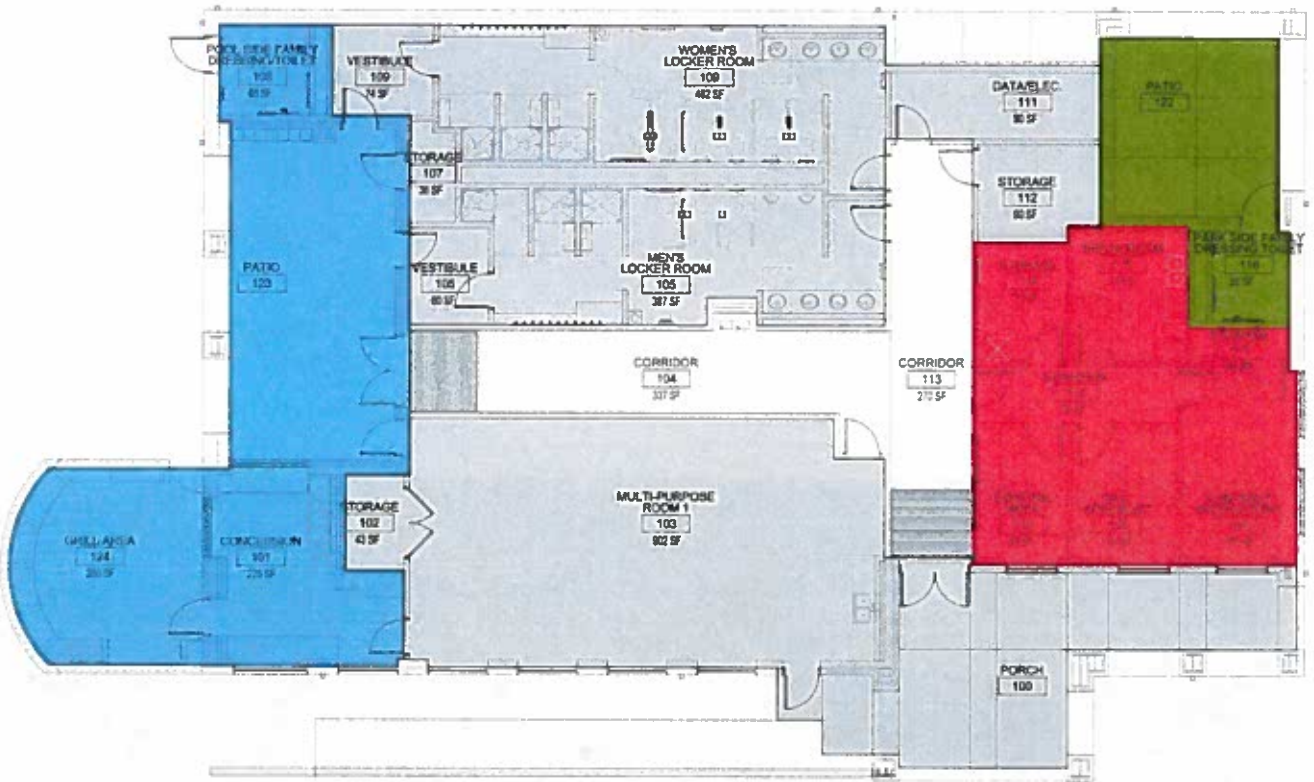
Occupants Aquatics staff and Multi-purpose Room

Occupancy Status Fully utilized

Building Condition.. Excellent condition

Building Conclusions: The building is approximately 4,875 SF located on one level. The pool facility is part of the overall park complex that includes play fields, park space, tennis courts and an outdoor family pool. The City has plans to improve the park during the HISD school year to provide more flexible use of the west end of the park and pool deck and surrounding area.





LEVEL 01

- POOL SIDE
- BUILDING ADMINISTRATION
- PARK SIDE
- SHARED

LEVEL 01 GSF - 4,875 SF

Scout House

Address 6108 Edloe

Date Constructed Unknown

Number of Stories:.. One-story building and mezzanine

Square Footage..... 1,738 GSF

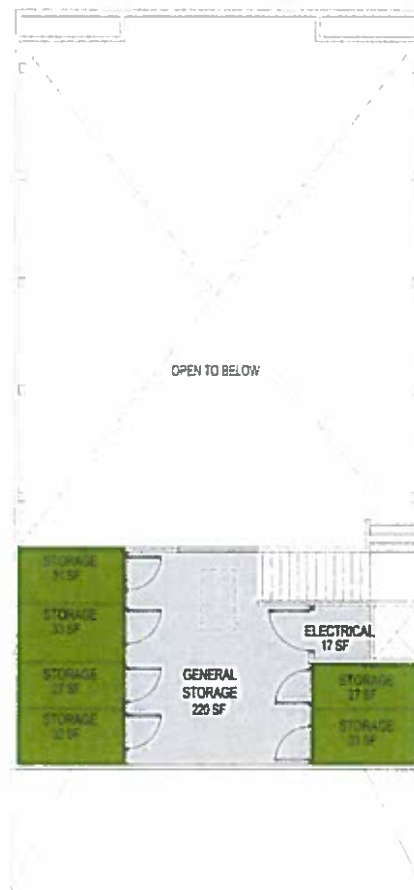
Occupants..... Multi Space for programs and rentals

Occupancy Status Under utilized

Building Condition.. Fair condition

Building Conclusions: This building is for various community meetings. It is a one story building with a small mezzanine. The building is built with wood construction. The building is vacant except when used for community meetings, PARD programs and activities, rentals and as a primary meeting site for area Scout groups and Tri-Sports. WUE uses this building for their Hands on Art Program during the school year. The building is in fair condition.

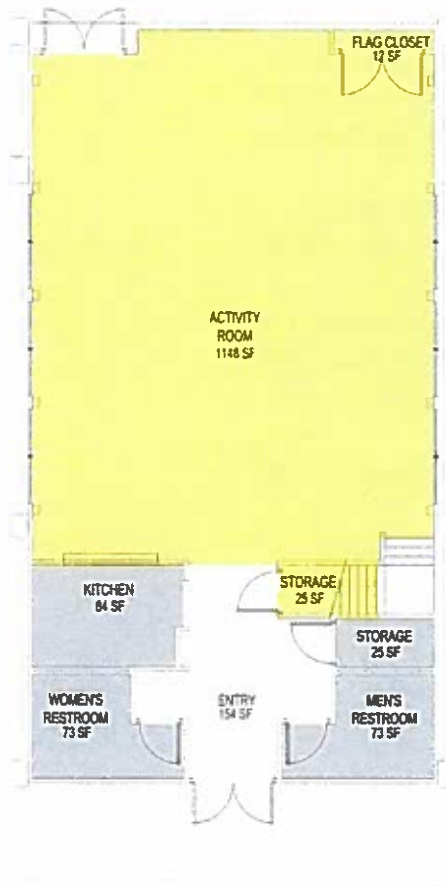




LEVEL 02

- STORAGE
- SHARED

LEVEL 01 GSF - 516 SF



LEVEL 01

- COMMUNITY
- SHARED

ADDITIONAL RECOMMENDATIONS

It is important for readers to understand that this is a Facilities Master Plan and not a Facilities Condition Assessment. This update will contain some information that is relevant to a Facilities Condition Assessment but is only in the context of how it will impact any Facilities Master Plan recommendations.

It is recommended that the City undertake a regular Facilities Condition Assessment for all of its buildings on a five year basis to track and document building conditions and how the building condition may impact the long-term viability of a building to be part of the City's facility portfolio.

The City should conduct a condition assessment of the Library to determine a complete list of building deficiencies and the improvements necessary to remedy the deficiencies and potentially extend the life of building.

SUMMARY OF EXISTING FACILITY CONDITIONS

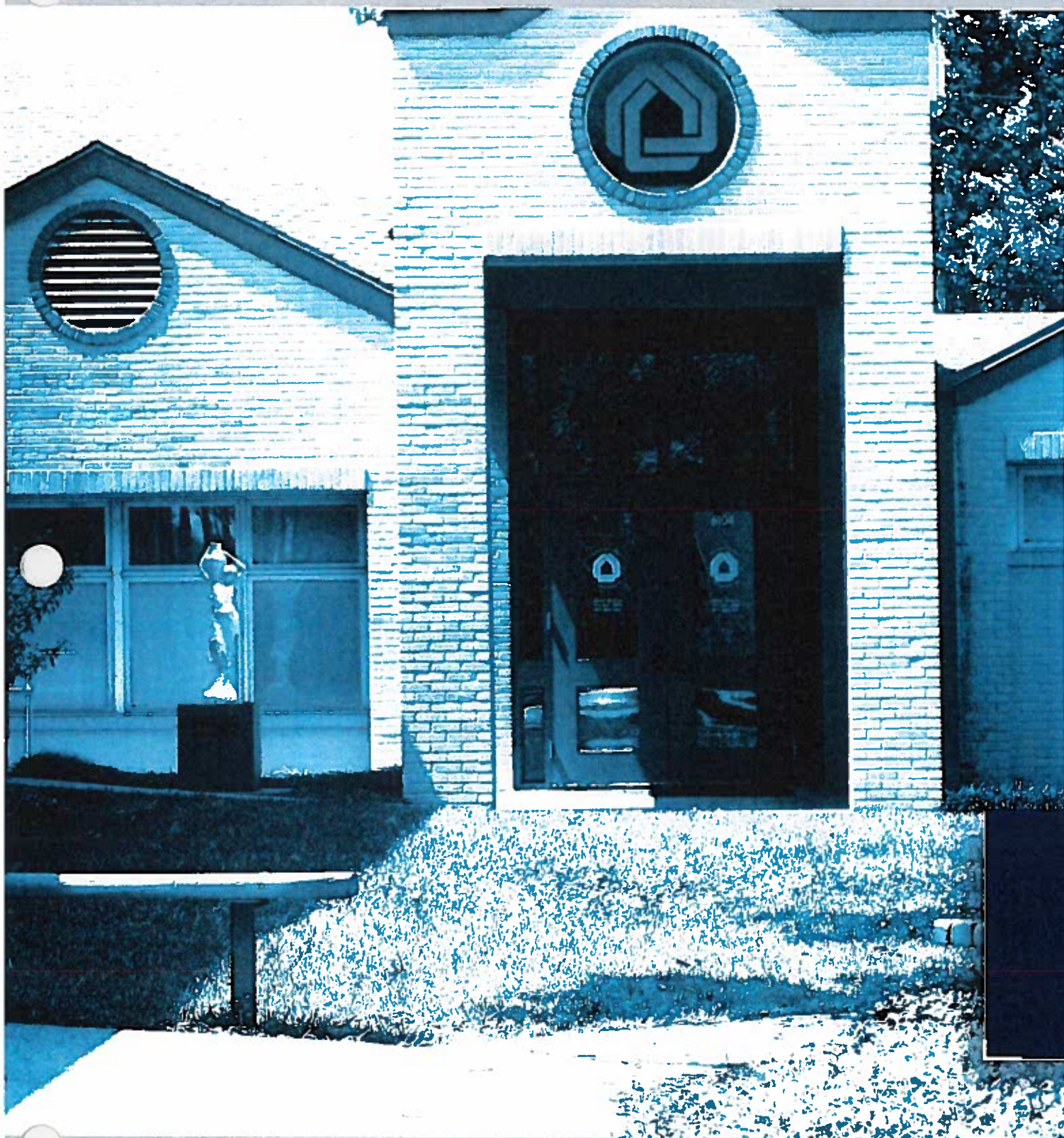
The City's buildings vary in age from 1950's to 2012. The condition of the City's buildings also varies. The majority of the City's buildings are in good condition. However, a few of the buildings are in poor or fair condition. A detailed Condition Assessment should be conducted on the buildings that the City intends to use over the long-term.

- The City Hall Building is in very good condition.
- The Public Works Administration Building is in good condition.
- The Public Works Maintenance Facility Building is in poor condition. The City should be planning for replacement or significant renovation of this building.
- The Library is in fair condition but has code and life safety deficiencies.
- The Community Building is in fair condition.
- The Recreation Center is in excellent condition.
- The Colonial Park Pool Facility is in excellent condition.
- The Scout House is in fair condition.

SUMMARY OF EXISTING FACILITY USES

The specific current use of each of the City's buildings that was studied is documented in this update. The accuracy of the building use documentation contained in the update was accurate of the time of the survey. The City may relocate staff or change use as part of normal operations and may slightly change the graphics included in this update. The City is using most buildings as multi-department use buildings.

Buildings that have been recently built or renovated have been planned for the 10 year planning window requirements and staff projections.

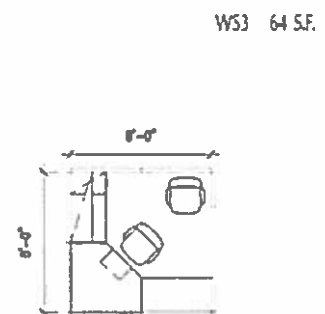
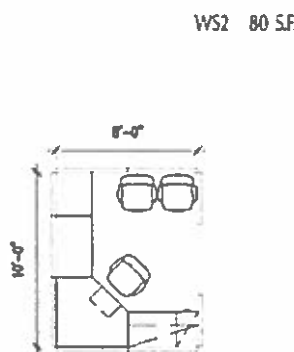
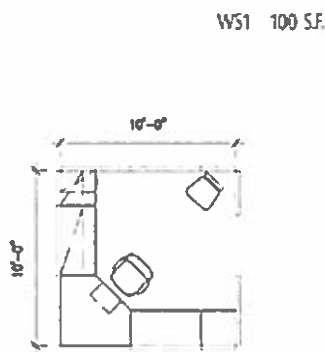
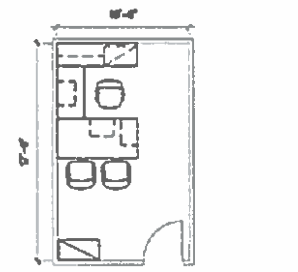
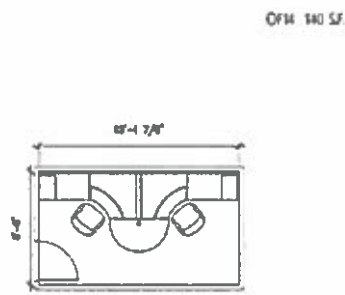
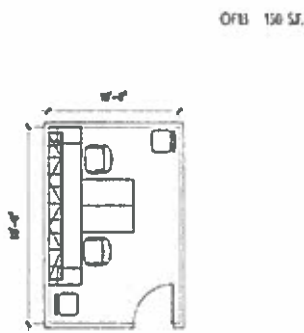
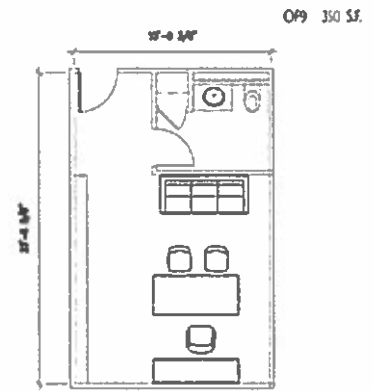
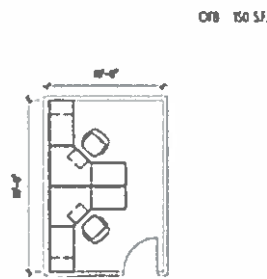
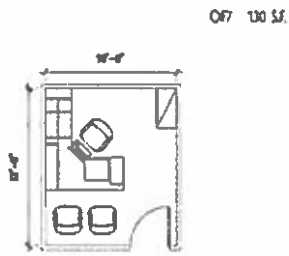
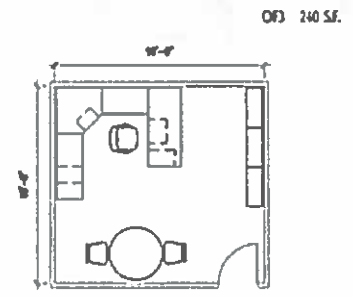
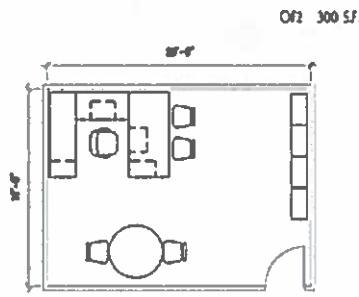
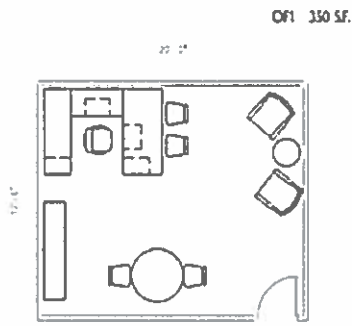


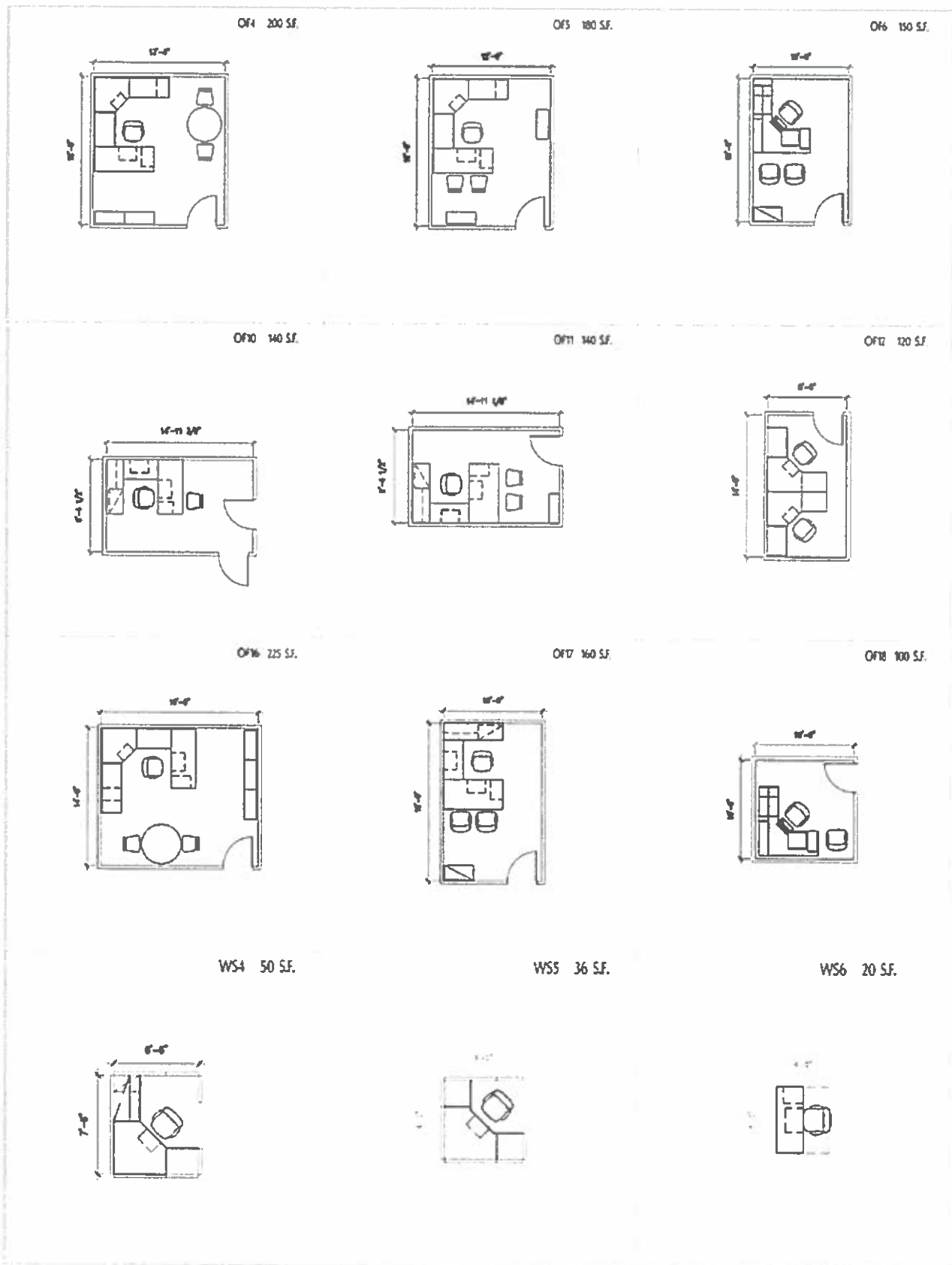


SPACE STANDARDS

The City of West University Place has been conducting Facilities Master Plans since 2006. The initial Facilities Master Plan created space standards to more accurately project space requirements. These space standards were assigned based on job titles and responsibilities. These standards were used to plan many of the City's

recent buildings including the City Hall expansion, Recreation Center and Colonial Park Pool House. The space standards were reviewed as part of this Facilities Master Plan to ensure that adequate workspace is provided and the size of spaces are consistent with other similar sized cities. The space standards are included in this report.





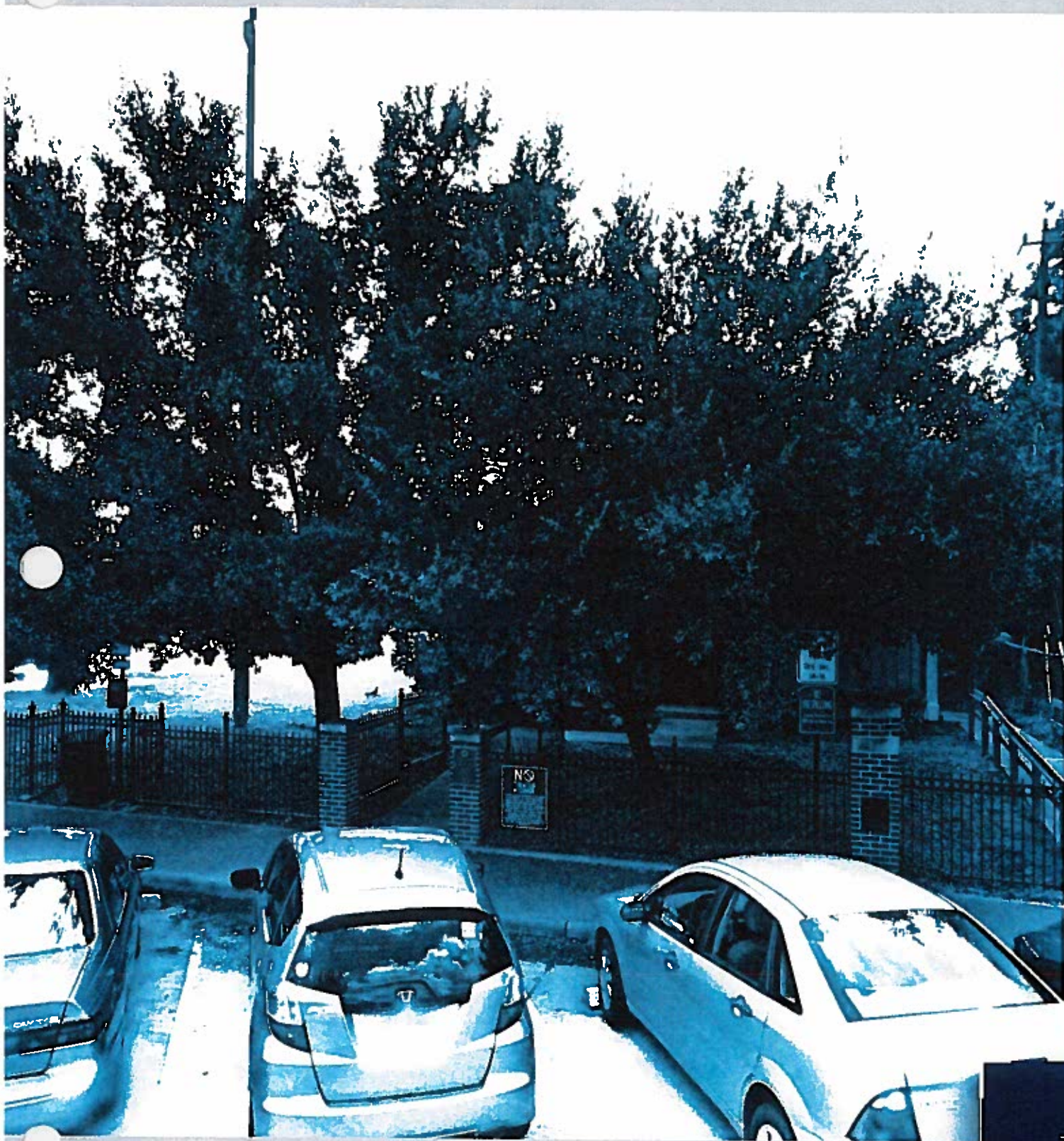
1. The first part of the paper discusses the importance of the study of the history of the English language. It is a branch of linguistics that deals with the changes in the language over time and across different regions. The study of the history of the English language is important for understanding the development of the language and for identifying the factors that have influenced its evolution.

2. The second part of the paper discusses the importance of the study of the history of the English language. It is a branch of linguistics that deals with the changes in the language over time and across different regions. The study of the history of the English language is important for understanding the development of the language and for identifying the factors that have influenced its evolution.

3. The third part of the paper discusses the importance of the study of the history of the English language. It is a branch of linguistics that deals with the changes in the language over time and across different regions. The study of the history of the English language is important for understanding the development of the language and for identifying the factors that have influenced its evolution.

4. The fourth part of the paper discusses the importance of the study of the history of the English language. It is a branch of linguistics that deals with the changes in the language over time and across different regions. The study of the history of the English language is important for understanding the development of the language and for identifying the factors that have influenced its evolution.

5. The fifth part of the paper discusses the importance of the study of the history of the English language. It is a branch of linguistics that deals with the changes in the language over time and across different regions. The study of the history of the English language is important for understanding the development of the language and for identifying the factors that have influenced its evolution.





STAFF AND SPACE PROJECTIONS

This update focuses on needs based requirements. Needs based requirements are defined as facility requirements that are based on specific program growth or other City Council approved program. The update identifies the current staff and space allocation. The staff and space requirements are projected for the next 10 years.

Staff and space projections are included for the following departments:

- City Administration
- City Secretary
- Police
- Fire
- Municipal Courts
- Finance
- Human Resources/Risk Management
- Emergency Operations Center
- Communications (Public Outreach)
- Information Technology
- Public Works
 - Public Works Administration
 - Development Services
 - Planning

- Facilities
- Operations
- General Services
- Fleet Maintenance
- Solid Waste & Recycling
- Parks and Recreation
 - Parks Administration
 - Recreation
 - Seniors

SUMMARY OF CURRENT AND FUTURE DEPARTMENT STAFF REQUIREMENTS

The Department Head for each department was interviewed to review current staff positions. Each existing staff member was identified by the approved employee titles. Each Department Head was asked to then project staff changes needed for the next 10 years. The current and future staff projections are outlined in the chart below.

Department	Personnel			% Increase
	2014	2019	2024	
Police	38	51	55	44.74%
Fire	23	23	23	0.00%
IT	4	4	4	0.00%
City Administration	6	6	6	0.00%
Human Resources	2	2	2	0.00%
Finance	8	8	8	0.00%
Shared Space	0.0	0.0	0.0	0.00%
Recreation Center	86.0	86.0	86.0	0.00%
Colonial Park	81.0	81.0	81.0	0.00%
Public Works Administration	13	13	13	0.00%
General Services/Facilities Maintenance	17	17	17	0.00%
Operations and Waste Water Treatment Plant	13	13	13	0.00%
Library	2.0	4.0	4.0	100.00%
Scout House	0.0	0.0	0.0	0.00%
Community Building	21.0	21.0	21.0	0.00%
Total Staff	291	304	308	5.93%
Total Square Footage DSF				

SUMMARY OF CURRENT AND FUTURE DEPARTMENTAL SPACE REQUIREMENTS

The City's space standards were used to determine space requirements for departments for the next 10 years. The existing departmental square footages that each department currently occupied at the time of the survey are also documented. The total amount of space

required for each Department is based on the number of required staff members using the appropriate space standard. The current and future space projections are outlined in the chart below.

Department	Existing Space DSF	Space Requirements DSF			% Increase
		2014	2019	2024	
Police	5,957	5,898	5,898	5,962	0.08%
Fire	7,143	7,184	7,184	7,184	0.57%
IT	430	486	486	486	13.02%
City Administration	2,749	2,792	2,792	2,792	1.56%
Human Resources	245	230	230	230	-6.12%
Finance	614	676	676	676	10.10%
Shared Space	5,814	5,814	5,814	5,814	0.00%
Recreation Center	36,557	36,563	36,563	36,563	0.01%
Colonial Park	5,331	5,300	5,300	5,300	-0.59%
Public Works Administration	4,997	4,658	4,679	4,679	-6.37%
General Services/Facilities Maintenance	7,049	12,246	12,246	12,246	73.74%
Operations and Waste Water Treatment Plant	7,812	7,836	7,836	7,836	0.31%
Library	6,634	13,962	13,962	13,962	110.46%
Scout House	2,380	2,386	2,386	2,386	0.22%
Community Building	8,611	8,607	8,607	8,607	-0.04%
Total Staff					
Total Square Footage DSF	84,698	89,682	89,703	89,767	5.98%

DEPARTMENT: City Hall
CONTACT (Name, Number, Email):

Position/Staff				EXISTING SF		SPACE STND		SPACE REQUIRED		
	2014	2019	2024	TYPE	SF	TYPE	SF	2014	2019	2024
Police										
Sergeants	5	5	5		226	OF16	225	225	225	225
Direct Link Coordinator	1	1	1		50	WS4	50	50	50	50
Telecommunicators	8	8	8		315	WS	315	315	315	315
Crime Prevention	1	1	1		128	OF7	130	130	130	130
Detectives	1	3	4		139	OF11	140	140	140	140
Chief of Police	1	1	1		306	OF2	300	300	300	300
Records Clerk	0	0	1		64	WS3	64	0	0	64
Admin Assistant	1	1	1		80	WS2	80	80	80	80
Lieutenant	1	1	1		177	OF5	180	180	180	180
Captain	1	0	0		177	OF5	180	180	0	0
Support Services Manager	1	1	1		177	OF5	180	180	180	180
Assistant Chief	0	1	1		0	OF5	180	0	180	180
Officers	17	28	30		0		0	0	0	0
Subtotal	38	51	55		1839			1780	1780	1844
Fire										
Fire Chief	1	1	1		183	OF5	180	180	180	180
Assistant Chief/Fire Marshal	1	1	1		165	OF15	170	170	170	170
Shift Captain	3	3	3		158	OF6	150	158	158	158
Shift Lieutenant	3	3	3		144	OF11	140	183	183	183
Fire fighter Paramedic	15	15	15		0		0	0	0	0
Subtotal	23	23	23		650			691	691	691
City Administration										
City Manager	1	1	1		262	OF2	300	300	300	300
City Secretary	1	1	1		135	OF11	140	140	140	140
Administrative Assistant	1	1	1		50	WS4	50	50	50	50
Communications Manager	1	1	1		140	OF11	140	140	140	140
Assistant City Manager	0	0	0		0	OF4	200	0	0	0
Interns	2	2	2		0	0	0	0	0	0
Subtotal	6	6	6		587			630	630	630
Human Resources										
Human Resources Director	1	1	1		195	OF5	180	180	180	180
HR Generalist	1	1	1		50	WS4	50	50	50	50
Subtotal	2	2	2		245			230	230	230
Finance										
Finance Director	1	1	1		190	OF5	180	180	180	180
Treasurer	1	1	1		121	OF12	120	120	120	120
Controller	1	1	1		123	OF12	120	120	120	120
Municipal Court Clerk	1	1	1		60	WS3	64	64	64	64
Senior Customer Service Rep	1	1	1		60	WS3	64	64	64	64
Accounting Specialist	2	2	2		60	WS3	64	128	128	128
Accounting Intern	1	1	1				0	0	0	0
Subtotal	8	8	8		614			676	676	676
Total	81	94	98		4221			4349	4349	4413

Support Space										
Police										
Squad Room					321		321		321	321
Juvenile Room					75		75		75	75
Administration Reception					80		80		80	80
Booking					220		220		220	220
Holding					57		57		57	57
Cells					288		288		288	288
Evidence/Lab Processing					122		122		122	122
Men's Toilet					70		70		70	70
Women's Toilet					70		70		70	70
Jail Vestibule					70		70		70	70
Cell Vestibule					70		70		70	70
Armory Workroom					120		120		120	120
Report Writing					245		245		245	245
Records					89		89		89	89
Dispatch Toilet					50		50		50	50
Interview					80		80		80	80
Public Interview					77		77		77	77
Properties					268		268		268	268
RD Lobby					159		159		159	159
Coffee					70		70		70	70
Salv Port					1169		1169		1169	1169
Mail/Copy Room					115		115		115	115
Storage					233		233		233	233
Subtotal					4118		4118		4118	4118
Human Resources										
Workspace					70		70		70	70
Storage					150		150		150	150
Subtotal					220		220		220	220
EOC										
Multi Purpose Room/EOC					498		498		498	498
Conference Room					220		220		220	220
Subtotal					718		718		718	718
Fire										
Kitchen					163		163		163	163
Vestibule					136		136		136	136
Exercise Room					260		260		260	260
Fire Apparatus					3800		3800		3800	3800
Captain Quarters					128		128		128	128
Captain Toilet					98		98		98	98
EMS Report Writing					134		134		134	134
Storage					76		76		76	76
Quarters No. 1					108		108		108	108
Quarters No. 2					117		117		117	117
Quarters No. 3					108		108		108	108
Quarters No. 4					108		108		108	108
Quarters No. 5					115		115		115	115
Quarters No. 6					115		115		115	115
Lieutenant Quarters					132		132		132	132
Storage					220		220		220	220
Day Room					675		675		675	675
Subtotal					6493		6493		6493	6493

Administration									
Conference/Workshop				503		503	503	503	503
Conference				225		225	225	225	225
Copy				94		94	94	94	94
Council Chambers				1340		1340	1340	1340	1340
Subtotal				2162		2162	2162	2162	2162
Shared									
Breakroom				240		240	240	240	240
Women's Restroom				161		161	161	161	161
Men's Restroom				154		154	154	154	154
Mechanical				231		231	231	231	231
Mechanical				250		250	250	250	250
Electrical				208		208	208	208	208
Lobby Vestibule				70		70	70	70	70
Lobby				2480		2480	2480	2480	2480
Janitor				50		50	50	50	50
Staff Toilet				60		60	60	60	60
Storage				137		137	137	137	137
Elevator				55		55	55	55	55
Water Heater				70		70	70	70	70
Men's Shower/Lockers				514		514	514	514	514
Women's Shower/Lockers				435		435	435	435	435
Mechanical (2nd floor)				240		240	240	240	240
Mechanical Room				459		459	459	459	459
Communications Room				5814		5814	5814	5814	5814
Subtotal									
Subtotal - Departmental SF				23746		23874	24202	24266	
Departmental Circulation (30%)				7124		7162	7261	7280	
Existing Departmental SF				30870					
Projected Total Departmental SF						31036	31463	31546	

DEPARTMENT: Recreation Center
CONTACT (Name, Number, Email):

Position/Staff				EXISTING SF		SPACE SIND		SPACE REQUIRED		
	2014	2019	2024	TYPE	SF	TYPE	SF	2014	2019	2024
Recreation Manager	1	1	1		150	OF6	150	150	150	150
Assistant Recreation Manager	1	1	1		100	OF18	100	100	100	100
Rec Specialist (Recreation)	1	1	1		120	OF12	120	120	120	120
Recreation Intern	1	1	1		0		0	0	0	0
Aquatics Intern	1	1	1		0		0	0	0	0
Recreation Attendants	15	15	15		0		0	0	0	0
Life Guards	40	40	40		0		0	0	0	0
Contract Instructors (Recreation & Aquatics)	25	25	25		0		0	0	0	0
Friends Executive Director	1	1	1		118	OF12	120	120	120	120
Subtotal	86	86	86		488			490	490	490
Support Space										
Family Restroom					60		60	60	60	60
Pool Storage					100		100	100	100	100
Pool					9363		9363	9363	9363	9363
Pool Equipment					713		713	713	713	713
Family Restroom					80		80	80	80	80
Women's Restroom					287		287	287	287	287
Women's Lockerroom					202		202	202	202	202
Men's Restroom					212		212	212	212	212
Men's Lockerroom					147		147	147	147	147
Family Restroom					80		80	80	80	80
Family Restroom					80		80	80	80	80
Family Restroom					80		80	80	80	80
Copy Room					60		60	60	60	60
Janitor					30		30	30	30	30
Control Room					121		121	121	121	121
Break Room					137		137	137	137	137
Shared Room					132		132	132	132	132
Viewing Room					159		159	159	159	159
Lobby					762		762	762	762	762
Vestibule					132		132	132	132	132
Multi-function Court					845		845	845	845	845
Multi-function Court					845		845	845	845	845
Mechanical Room					648		648	648	648	648
Maternal Recycle					80		80	80	80	80
Multi-purpose Room No. 1					1119		1119	1119	1119	1119
Multi-purpose Room No. 2					1149		1149	1149	1149	1149
Multi-purpose Room No. 3					571		571	571	571	571
Multi-purpose Room No. 4					548		548	548	548	548
Storage					8		8	8	8	8
Storage					45		45	45	45	45
Storage					31		31	31	31	31
Storage					53		53	53	53	53
Storage					104		104	104	104	104
Storage					104		104	104	104	104
Storage					8		8	8	8	8
Elevator Equipment Room					53		53	53	53	53
Parks and Recreation Storage					326		326	326	326	326
Cardio/Weight Room					1858		1858	1858	1858	1858
Cardio Storage					86		86	86	86	86
Washer/Dryer					15		15	15	15	15
Activities Room					181		181	181	181	181
Men's Restroom					181		181	181	181	181
Women's Restroom					219		219	219	219	219
Observation					203		203	203	203	203
Lounge					780		780	780	780	780
Mechanical Room					497		497	497	497	497
Data					80		80	80	80	80
Water Heater					83		83	83	83	83
Multi-purpose Room No. 5					2540		2540	2540	2540	2540
Stage					293		293	293	293	293
Storage					142		142	142	142	142
Storage					57		57	57	57	57
Storage					45		45	45	45	45
Control Room No. 2					67		67	67	67	67
Conference Room					324		324	324	324	324
Subtotal - Departmental SF					28121			28125	28125	28125
Departmental Circulation (30%)					8436			8438	8438	8438
Existing Departmental SF					36557					
Projected Total Departmental SF								36563	36563	36563

DEPARTMENT: Colonial Park
CONTACT (Name, Number, Email):

Position/Staff				EXISTING SF		SPACE STND		SPACE REQUIRED		
	2014	2019	2024	TYPE	SF	TYPE	SF	2014	2019	2024
Recreation Attendants	15	15	15		110	OF18	100	100	100	100
Life Guards	40	40	40		0		0	0	0	0
Contract Instructors (Recreation & Aquatics)	25	25	25		170	OF5	180	180	180	180
Rec Specialist (Aquatics)	1	1	1		24		0	0	0	0
Subtotal	81	81	81		304			280	280	280
Support Space										
Family Restroom					66		66	66	66	66
Vestibule					74		74	74	74	74
Women's Restroom/Lockerroom					462		462	462	462	462
Storage					36		36	36	36	36
Men's Restroom/Lockerroom					387		387	387	387	387
Vestibule					60		60	60	60	60
Patio					475		475	475	475	475
Storage					43		43	43	43	43
Multi-purpose Room					902		902	902	902	902
Concession					225		225	225	225	225
Grill					280		280	280	280	280
Control Room					95		95	95	95	95
Storage					73		73	73	73	73
Storage					90		90	90	90	90
Data/Electrical					90		90	90	90	90
Breakroom					118		118	118	118	118
Family Restroom					66		66	66	66	66
Patio					230		230	230	230	230
Storage					25		25	25	25	25
Subtotal - Departmental SF					4101			4077	4077	4077
Departmental Circulation (30%)					1230			1223	1223	1223
Existing Departmental SF					5331					
Projected Total Departmental SF								5300	5300	5300

DEPARTMENT: Public Works Administration, Development Services and Planning
 CONTACT (Name, Number, Email): M. Christopher Peifer (713) 662-5840
cpeifer@westu.org

POSITION / SPACE	PERSONNEL			EXISTING SF		SPACE STND		SPACE REQUIRED		
	2014	2019	2024	TYPE	SF	TYPE	SF	2014	2019	2024
Public Works										
Public Works Director	1	1	1		260	OF3	240	240	240	240
Assistant Director of Public Works	1	1	1		168	OF15	170	170	170	170
Urban Forester	1	1	1		64	WS3	64	64	64	64
Administrative Assistant	1	1	1		168	WS1	100	100	100	100
City Planner	1	1	1		172	OF15	170	170	170	170
PT Administrative/Planning Assistant	0.75	1	1		133	WS3	64	48	64	64
Public Works Management Analyst	1	1	1		156	OF6	150	150	150	150
Subtotal	6.75	7	7		1121			942	958	958
Development Services										
Building Inspector	2	2	2		139	WS3	64	128	128	128
City Building Official	1	1	1		184	OF5	180	180	180	180
Permit Clerk	2	2	2		120	WS3	64	128	128	128
Animal Control Officer/Code Enforcement	1	1	1		60	WS4	50	50	50	50
Subtotal	6	6	6		503			486	486	486
IT										
Director of Information Technology	1	1	1		158	OF6	150	150	150	150
Network Admin	1	1	1		64	WS3	64	64	64	64
IT Technicians	2	2	2		64	WS3	64	128	128	128
Subtotal	4	4	4		286			342	342	342
Total	12.75	13	13		1910			1428	1444	1444
Support Space										
Development Services										
Storage					34		50	50	50	50
Public Inspection Work Area					138		140	140	140	140
Consultation Alcove					64		64	64	64	64
IT										
IT Contract Labor					64		64	64	64	64
IT Storage					116		120	120	120	120
IT Workspace					144		144	144	144	144
Subtotal					324			328	328	328
Shared Space										
Reception					333		150	150	150	150
Men's Toilet					108		108	108	108	108
Women's Toilet					135		135	135	135	135
Janitor					21		50	50	50	50
Janitor Storage					0		50	50	50	50
Large Conference Room					201		350	350	350	350
Breakroom					114		114	114	114	114
Small Conference Room					0		150	150	150	150
Storage					73		73	73	73	73
Storage					25		25	25	25	25
Storage					40		40	40	40	40
Fleet Parking							0	0	0	0
Subtotal - Departmental SF					3844			3583	3599	3599
Departmental Circulation (30%)					1153			1075	1080	1080
Existing Departmental SF					4997					
Projected Total Departmental SF								4658	4679	4679

DEPARTMENT: Public Works General Services
 CONTACT (Name, Number, Email): M. Christopher Peifer (713) 662-5840
cpeifer@westu.org

POSITION / SPACE	PERSONNEL			EXISTING SF		SPACE STND		SPACE REQUIRED		
	2014	2019	2024	TYPE	SF	TYPE	SF	2014	2019	2024
Facilities Maintenance										
Facilities Manager	1	1	1		150	OF6	150	150	150	150
Facilities Tech	1	1	1		80	WS5	36	36	36	36
Subtotal	2	2	2		230			186	186	186
Traffic Control										
Lead Traffic Tech	1	1	1		80	WS1	100	100	100	100
Traffic Tech	1	1	1		60	WS5	36	36	36	36
Subtotal	2	2	2		140			136	136	136
Fleet										
Lead Mechanic/Shop Supervisor	1	1	1		80	WS1	100	100	100	100
Mechanic	1	1	1		40	WS5	36	36	36	36
Subtotal	2	2	2		120			136	136	136
Solid Waste & Recycling										
Crew Chief	1	1	1		80	WS1	100	100	100	100
Crew Leader	1	1	1		50	WS4	50	50	50	50
Drivers	3	3	3		0	WS6	20	25	25	25
Contract Labors	6	6	6		0		0	0	0	0
Subtotal	11	11	11		0			175	175	175
Total	17	17	17		490			633	633	633
Support Space										
Lunch Room/Training Room					0		250	250	250	250
Men's Locker Room					276		200	200	200	200
Men's Restroom					149		150	150	150	150
Women's Restroom					80		100	100	100	100
Women's Locker Room					82		100	100	100	100
Contract Labor Locker Room					0		100	100	100	100
Janitors Room					40		100	100	100	100
Electrical Room					70		120	120	120	120
Mechanical Room					0		150	150	150	150
Sign Shop					540		700	700	700	700
Material Storage					225		300	300	300	300
Transitional Material Storage					180		300	300	300	300
Hurricane Storage Area					100		300	300	300	300
Animal Facility					500		600	600	600	600
General Services Storage					70		100	100	100	100
Solid Waste Storage					75		100	100	100	100
Recycle Bins Storage					80		150	150	150	150
Solid Waste & General Storage					90		100	100	100	100
Vehicle Bays					1,200		2000	2000	2000	2000
Parts Supply					300		700	700	700	700
Tire Storage					175		300	300	300	300
Waste Oil Collection					40		100	100	100	100
Oil Tank Storage					50		80	80	80	80
General Storage					100		200	200	200	200
Transitional Tire Storage					80		200	200	200	200
Equipment Storage					280		300	300	300	300
Long Term Storage					150		500	500	500	500
Covered Parking							0	0	0	0
Uncovered Parking							0	0	0	0
Public Parking										
Vehicle Wash							0	0	0	0
Decant Facility for Debris							0	0	0	0
Subtotal - Departmental SF					5422			8933	8933	8933
Departmental Circulation (30%)					1627			2680	2680	2680
Existing Departmental SF					7049					
Projected Total Departmental SF								11613	11613	11613

DEPARTMENT: Public Works Wastewater Treatment & Operations
 CONTACT (Name, Number, Email): M. Christopher Peifer (713) 662-5840
cpeifer@westu.org

POSITION / SPACE	PERSONNEL			EXISTING SF		SPACE STND		SPACE REQUIRED		
	2014	2019	2024	TYPE	SF	TYPE	SF	2014	2019	2024
Wastewater Treatment										
Plant Supervisor	1	1	1		80	OF18	100	100	100	100
Plant Operations	3	3	3		50	WS6	20	60	60	60
Subtotal	4	4	4		130			160	160	160
Operations										
Operations Supervisor	1	1	1		250	OF15	170	170	170	170
Field Service Supervisor	1	1	1		80	WS1	100	100	100	100
Crew Leaders	2	2	2		80	WS5	36	72	72	72
Maintenance Workers/Equipment Operators	5	5	5		30	WS	25	25	25	25
Subtotal	9	9	9		440			367	367	367
Total	13	13	13		570			527	527	527
Support Space										
Laboratory					333		300	300	300	300
Restrooms					108		100	100	100	100
Storage					135		135	135	135	135
Breakroom					50		80	80	80	80
Mechanical					201		200	200	200	200
Lunch Room					998		800	800	800	800
Men's Locker Room					276		200	200	200	200
Men's Restroom					149		100	100	100	100
Women's Restroom					80		80	80	80	80
Women's Locker Room					82		80	80	80	80
Janitors					0		80	80	80	80
Electrical Room					85		120	120	120	120
Mechanical Room					100		150	150	150	150
Store Room					81		81	81	81	81
SCADA Control Room					125		125	125	125	125
Pump Room					863		863	863	863	863
Chlorine Control Room					101		101	101	101	101
Ops Barricade Storage					172		0	0	0	0
Storage Container 1					200		200	200	200	200
Storage above Container 1					100		100	100	100	100
Storage Container 2					200		200	200	200	200
Storage above Container 2					100		100	100	100	100
Storage Container 3					200		200	200	200	200
Storage above Container 3					100		100	100	100	100
Operations Storage Garage					600		600	600	600	600
Covered Parking							0	0	0	0
Uncovered Parking							0	0	0	0
Subtotal - Departmental SF					6009			5622	5622	5622
Departmental Circulation (30%)					1803			1687	1687	1687
Existing Departmental SF					7812					
Projected Total Departmental SF								7309	7309	7309

DEPARTMENT: Library
CONTACT (Name, Number, Email):

Position/Staff				EXISTING SF		SPACE STND		SPACE REQUIRED		
	2014	2019	2025	TYPE	SF	TYPE	SF	2014	2019	2024
Librarian	1	1	1		95	OF18	100	100	100	100
Library Assistant	1	2	2		0	WS3	64	64	128	128
Reference Librarian	0	1	1		0	WS3	64	0	64	64
	0	0	0		0		0	0	0	0
Subtotal	2	4	4							
Support Space										
Fiction/Nonfiction					662		1000	1000	1000	1000
Restroom					35		80	80	80	80
Restroom					23		80	80	80	80
Workroom					380		450	450	450	450
Reference					440		550	550	550	550
Circulation Desk					202		250	250	250	250
Reading/Study Area					711		2500	2500	2500	2500
Computer/Work Area					388		450	450	450	450
Service Area					280		300	300	300	300
Childrens Area					1490		2500	2500	2500	2500
Young Adult Room					488		1000	1000	1000	1000
Conference Room					0		1000	1000	1000	1000
Storage					0		500	500	500	500
Breakroom					0		80	80	80	80
Subtotal - Departmental SF					5103			10740	10740	10740
Departmental Circulation (30%)					1531			3222	3222	3222
Existing Departmental SF					6634					
Projected Total Departmental SF								13962	13962	13962

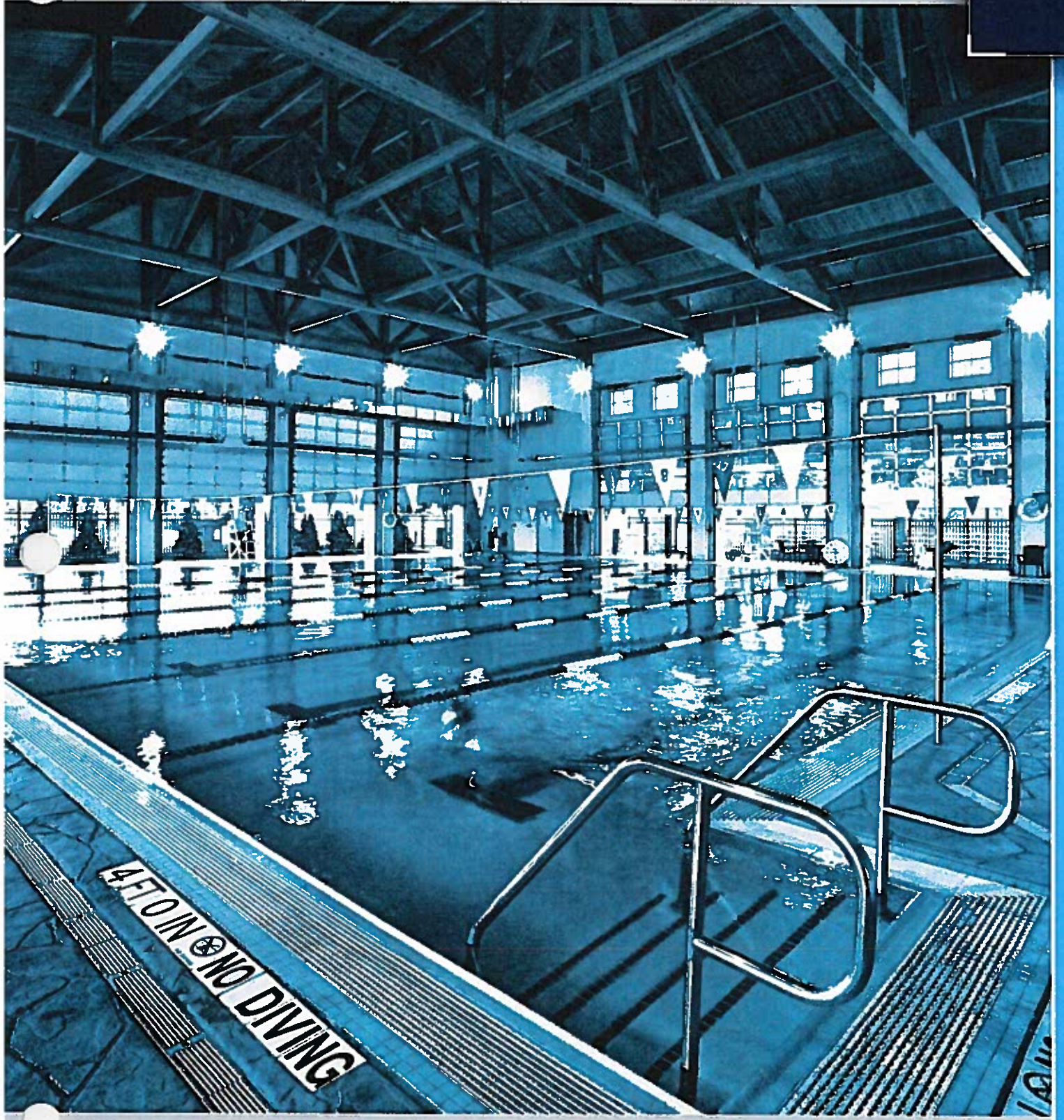
DEPARTMENT: Scout House
CONTACT (Name, Number, Email):

Position/Staff				EXISTING SF		SPACE STND		SPACE REQUIRED		
	2014	2019	2024	TYPE	SF	TYPE	SF	2014	2019	2024
	0	0	0		0		0	0	0	0
	0	0	0		0		0	0	0	0
	0	0	0		0		0	0	0	0
	0	0	0		0		0	0	0	0
Subtotal	0	0	0							
Support Space										
Women's Restroom					73		75	75	75	75
Men's Restroom					73		75	75	75	75
Storage					25		25	25	25	25
Kitchen					84		84	84	84	84
Storage					25		25	25	25	25
Activity Room					1148		1148	1148	1148	1148
General Storage					220		220	220	220	220
Storage Bins					183		183	183	183	183
Subtotal - Departmental SF					1831			1835	1835	1835
Departmental Circulation (30%)					549			551	551	551
Existing Departmental SF					2380					
Projected Total Departmental SF								2386	2386	2386

DEPARTMENT: Community Building
 CONTACT (Name, Number, Email):
 CURRENT LOCATION:
 GOALS / OBJECTIVES:
 DESCRIPTION:

POSITION / SPACE	PERSONNEL			EXISTING SF		SPACE STND		SPACE REQUIRED		
	2014	2019	2024	TYPE	SF	TYPE	SF	2014	2019	2024
Personnel Space										
Parks and Recreation Director	1	1	1		135	OF 11	140	140	140	140
Parks and Recreation Assistant Director	1	1	1		100	OF18	100	100	100	100
Senior Services Manager	1	1	1		150	OF6	150	150	150	150
Recreation Specialist (Seniors)	1	1	1		150	OF6	150	150	150	150
Parks Maintenance Supervisor	1	1	1		0		0	0	0	0
Parks Maintenance Technician	2	2	2		0		0	0	0	0
Parks Maintenance Intern	1	1	1		0		0	0	0	0
Contract Instructors (Seniors)	10	10	10		0		0	0	0	0
Senior Services Drivers	3	3	3		0		0	0	0	0
Subtotals	21	21	21		535		0	540	540	540
Support Space										
Senior Recreation Room					1300		1300	1300	1300	1300
Kitchen					232		232	232	232	232
Storage					7.8		0	0	0	0
Recreation Room					525		525	525	525	525
Men's Restroom					205		205	205	205	205
Women's Restroom					194		194	194	194	194
Storage					95		95	95	95	95
Storage					112		112	112	112	112
Storage					56		56	56	56	56
Meeting Room					380		380	380	380	380
Stage					230		230	230	230	230
Auditorium					2064		2064	2064	2064	2064
Storage					54		54	54	54	54
Lobby					204		204	204	204	204
Storage					38		38	38	38	38
Men's Restroom					144		144	144	144	144
Women's Restroom					144		144	144	144	144
Storage					62		62	62	62	62
Copy/Fax					42		42	42	42	42
Subtotal - Departmental SF					6623.8			6621	6621	6621
Departmental Circulation (30%)					1987			1986	1986	1986
Existing Departmental SF					8611					
Projected Total Departmental SF								8607	8607	8607







EXISTING FACILITY CAPACITY

EXISTING FACILITY CAPACITY TO SATISFY SPACE REQUIREMENTS

Because the City has been proactive in the management of planning its buildings and uses, many of the City's buildings have already been planned for the next 10 years. In many cases, the Department's current allocated space is already located in the department's ultimate facility and is currently occupying the space for the ultimate department size.

DEPARTMENTAL CONCLUSIONS

Staffing Projections

■ Police	38 to 55
■ Fire	23 to 23
■ Information Technology	4 to 4
■ City Administration	6 to 6
■ Human Resources	2 to 2
■ Finance (does not include annual intern)	8 to 8
■ Parks and Recreation (12 full time & 155 part time & seasonal)	167 to 167
■ Public Works Administration	13 to 13
■ Public Works General Services	17 to 17
■ Public Works Operations	13 to 13
■ Library (staffed by County personnel)	2 to 4

EXISTING BUILDING ANALYSIS

City Hall

The City Hall is the ultimate home for the heart of all City services including administration, police, fire, municipal courts and the EOC. The building is expected to be able to accommodate the space requirements for the next 10 years. The building is expandable to the west to allow for a future addition to include Public Works Administration, Development Services and Planning. The Information Technology department recently moved out of City Hall to an outbuilding located off

of Milton. The IT department would relocate back to City Hall in the future when the building is expanded. The building is expected to be able to handle staff and service growth for the next 10 years. The building has hardened exterior masonry walls and a stiff structure. The original building finish floor elevation is near the 100 year flood plain elevation and the building flooded during Hurricane Allison. The 2011 addition was constructed to be 1 foot above the 500 year flood plain.

Public Works Administration

The Public Works Administration is the current home of the Public Works Administration, Development Services and Planning departments. The building has room to add some staff within the existing footprint. Having Development Services and Planning at this location requires the public to travel between this building and City Hall to conduct business with the City. The detached nature also causes City Staff to travel between buildings to conduct their normal operations. The goal is to provide a one stop customer service concept in the future by relocating the three departments to a proposed building expansion to the City Hall building. The existing building is a wood frame building that is constructed to residential building standards. This building should not be considered a building that would be able to be occupied following a wind event. The building is capable of accommodating any expected staff growth over the next 10 years.

Public Works Maintenance Facility

The City has outgrown this facility. The buildings are old and require significant investment to continue occupancy for any extended period. The City is moving vehicles between this site and other locations to deal with the limited site area. The City has limited storage capability at this site for needed materials and equipment for a variety of Public Works operations.

Community Building / Senior Center

The Community Building / Senior Center is accommodating the existing programming needs for the Seniors and other community programs. The building was renovated in 2012 to provide ADA accessibility to all areas as well as replacement of critical building systems. The

building will satisfy the needs of the City for the next 10 years. The City should evaluate this building on a regular basis to determine if any infrastructure improvements are required to extend the life expectancy of the building into the future. A future replacement building could be located in the same location or in a future municipal block.

Library

The library is staffed and the materials are supplied by Harris County and is the only public library in West University Place. Its location near to the West University Place Elementary School is ideal for use by the community after school. The building does not meet current life safety or ADA building codes. The size and nature of the building limits the types of technology, materials and programs that can be offered at this location. The City should evaluate whether the building satisfies the community needs for a safe library environment and one that can deliver the desired level of library services. Any renovation would require the City to upgrade all code deficiencies.

Recreation Center

The Recreation Center was intended to act as the primary community indoor recreation and fitness facility. The building is suitable to accommodate the City's needs for the long-term.

Colonial Park Pool Facility

The Colonial Park Pool Facility was intended to act as the primary community outdoor family pool facility. The building is suitable to accommodate the City's needs for the long-term.

VACANT PROPERTY

The City has three primary properties that are available for another use.

The Dincans property located at 5004 Dincans was the previous home of the West University Recycle Center. The City no longer provides this service so the site is currently used to park City vehicles. The site is the proposed location for the new Public Works Maintenance Facility should the City decide to relocate

it out of the City Center. The site is located in the City of Houston and would require permitting of any improvements through the City of Houston permit office. The City also owns the adjacent property to the north along Westpark. The City currently leases that property to the Goode Company for their restaurant parking.

The Ruffino property is located in west Houston and is mostly undeveloped. The site is mostly in the flood plain and not ideal for building construction. The site has known environmental issues that could further limit the development of the site.

OTHER FACILITIES AND EXISTING LEASE SPACES

The City has other facilities that are not included in the Facilities Master Plan.

Wastewater Treatment Plant

The City's Wastewater Treatment Plant is located at 2801 North Braeswood Boulevard in Houston. The site is located adjacent to the bayou and partially located in the floodway. The City Animal Facility is located at this site. This site is considered the permanent home of the City's wastewater treatment facilities. The Facilities Master Plan recommendation is for the Animal Facility to ultimately be located on the Dincans property if improvements are approved and funded.

Lease Space

The City does not have any lease property.

4213 Bellaire Boulevard

The City owns property located at 4213 Bellaire Boulevard that is currently leased to Cyclone Cycles. This property is narrow and has utilities located below grade that will limit the vertical construction of any improvements on this site.



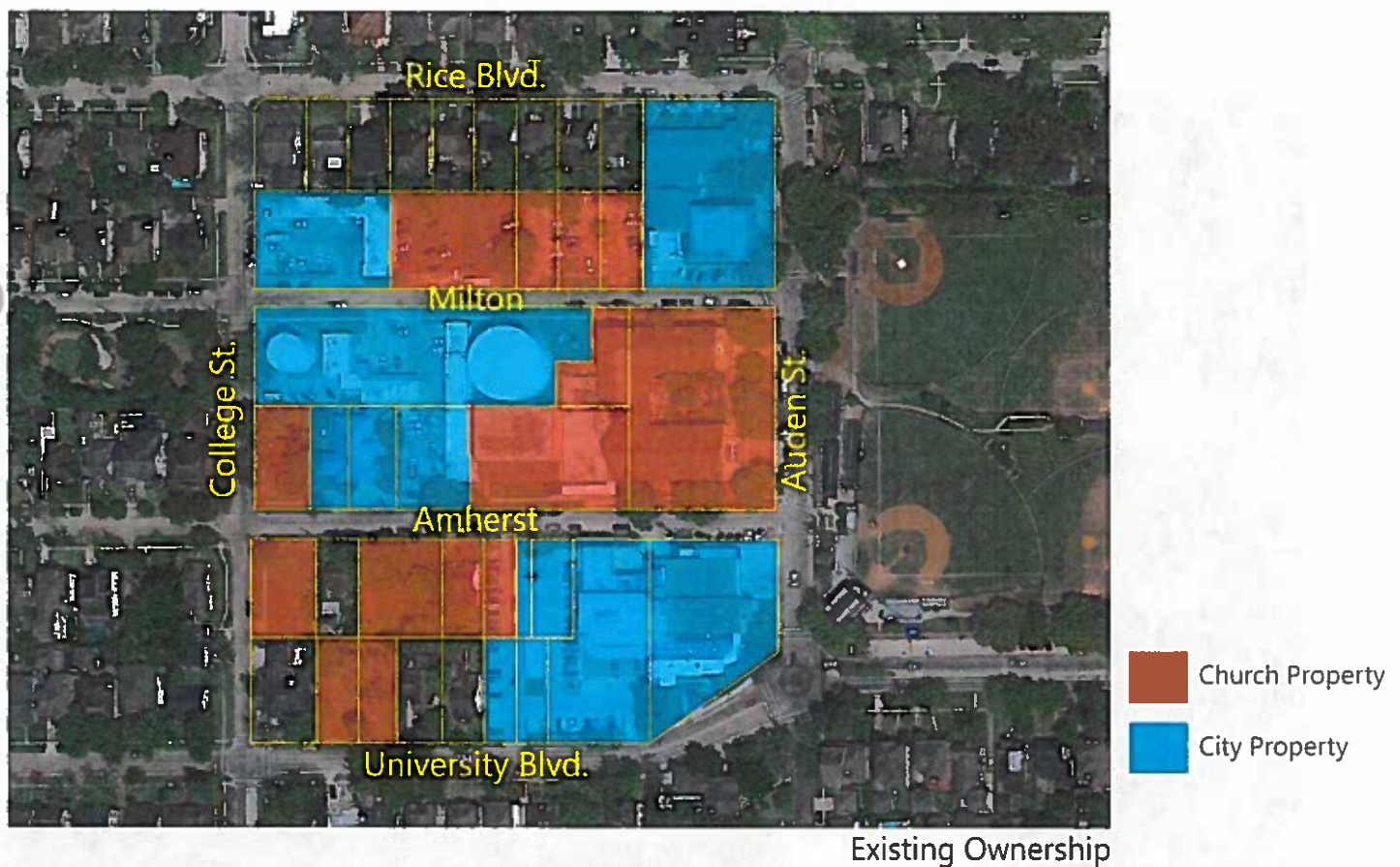


OPTIONS AND RECOMMENDATIONS

EXISTING AND NEW FACILITY OPTIONS AND RECOMMENDATIONS

Each of the facility improvements described below includes a project budget based on the required space for each improvement. The project budgets are expressed in 2015 dollars with no escalation. The City will need to escalate each of the budgets to the middle of a projected construction year for a more accurate estimate

of future construction costs. The escalation percentage should reflect the actual level of price increases from the 2015 prices due to inflation. The budgets assume that a traditional Design Bid Build or CMAR delivery method will be utilized. No land costs have been included. No impact fees or permit fees are included in the budgets.



New Public Works Maintenance Facility: The existing maintenance complex at 3825 Milton and is located in the middle of the City on approximately 15,000 SF site. The best City owned site that is located outside of the City Center for this project is located at 5004 Dincans on the site of the former West University Place Recycle Center. This site is approximately 54,645 SF and is mostly undeveloped with residual paving from the previous development the only remaining improvement. The proposed building will include General Services, Traffic, Fleet Maintenance and a portion of Operations be located on the site in an 8,970 SF building. The site would be secured with a perimeter fence with vehicle access from Dincans. The proposed project budget for this project is \$2 million. A future animal control facility may be planned for this site that would replace the existing facility on North Braeswood Boulevard site.

Trigger: Funding of replacement building.

Next Steps: Initiate design and construction of replacement building.

The replacement building for the maintenance building will be for the same uses that are currently located at 3826 Milton and a portion of the uses located across the street near the Public Works Operations Building. The site would provide parking for all Public Works 42 fleet vehicles as well as all bulk materials. The building contains 3 maintenance bays.



City of West University Place Facilities Master Plan

Conceptual Project Budget - New Public Works Operations/General Services/Maintenance Facilities at Dincans
16-Apr-15

Notes

All costs are listed in 2015 Dollars
Include linear detention concept

Projected Bid Date July 2015

Projected Budget	Square Feet	Cost/SF	Subtotal	
Sitework prep	54,645	\$ 3.50	\$ 191,257.50	
Offsite Work	0	\$ -	\$ -	
Concrete Paving	24,000	\$ 8.00	\$ 192,000.00	
Gravel Paving	20,000	\$ 2.50	\$ 50,000.00	
New Covered Parking Canopy	0	\$ 45.00	\$ -	Future Construction
New Conditioned Space	3,140	\$ 100.00	\$ 314,000.00	
New Mezzanine	1,230	\$ 50.00	\$ 61,500.00	
New Unconditioned Building	4,600	\$ 70.00	\$ 322,000.00	
Perimeter Fence	0	\$ -	\$ 140,000.00	
Dog Kennel	0	\$ 100.00	\$ -	Separate budget
Site Lighting	0	\$ -	\$ 40,000.00	
Design Contingency (5%)			\$ 65,537.88	
Subtotal			\$ 1,376,295.38	
Sanitary Connection Fee			\$ 12,000.00	
Water Connection Fee			\$ 6,100.00	
All Permit Fees			\$ 15,000.00	
Construction Subtotal			\$ 1,409,395.38	
GC General Conditions (3.5%)			\$ 49,328.84	
GC Fees (5.5%)			\$ 80,229.83	
Construction Total			\$ 1,538,954.04	
Total Construction Cost per Square Foot				\$ 198.83
Soft Cost (12%)			\$ 210,000.00	
Contingency (10%)			\$ 153,895.40	
Furniture, Fixtures and Equipment Costs			\$ 95,000.00	
Land Costs			\$ -	
2015 Project Budget			\$ 1,997,849.45	

New Animal Control Facility: The existing Animal Control Facility is located at the Wastewater Treatment Plant site located at North Braeswood Boulevard. The existing building is an old structure with limited capacity and is not very accessible to the public. The new facility provides six kennels and may be located on the proposed new Public Works Maintenance Facility Site located at 5004 Dincans. The proposed facility would be approximately 600 SF and include two public parking spaces. The proposed project budget for this project is \$97,670.00.

Trigger: Funding of replacement building

Next Steps: Initiate design and construction of replacement building.



City of West University Place Facilities Master Plan
Conceptual Project Budget - New Animal Facility at Dincans
16-Apr-15

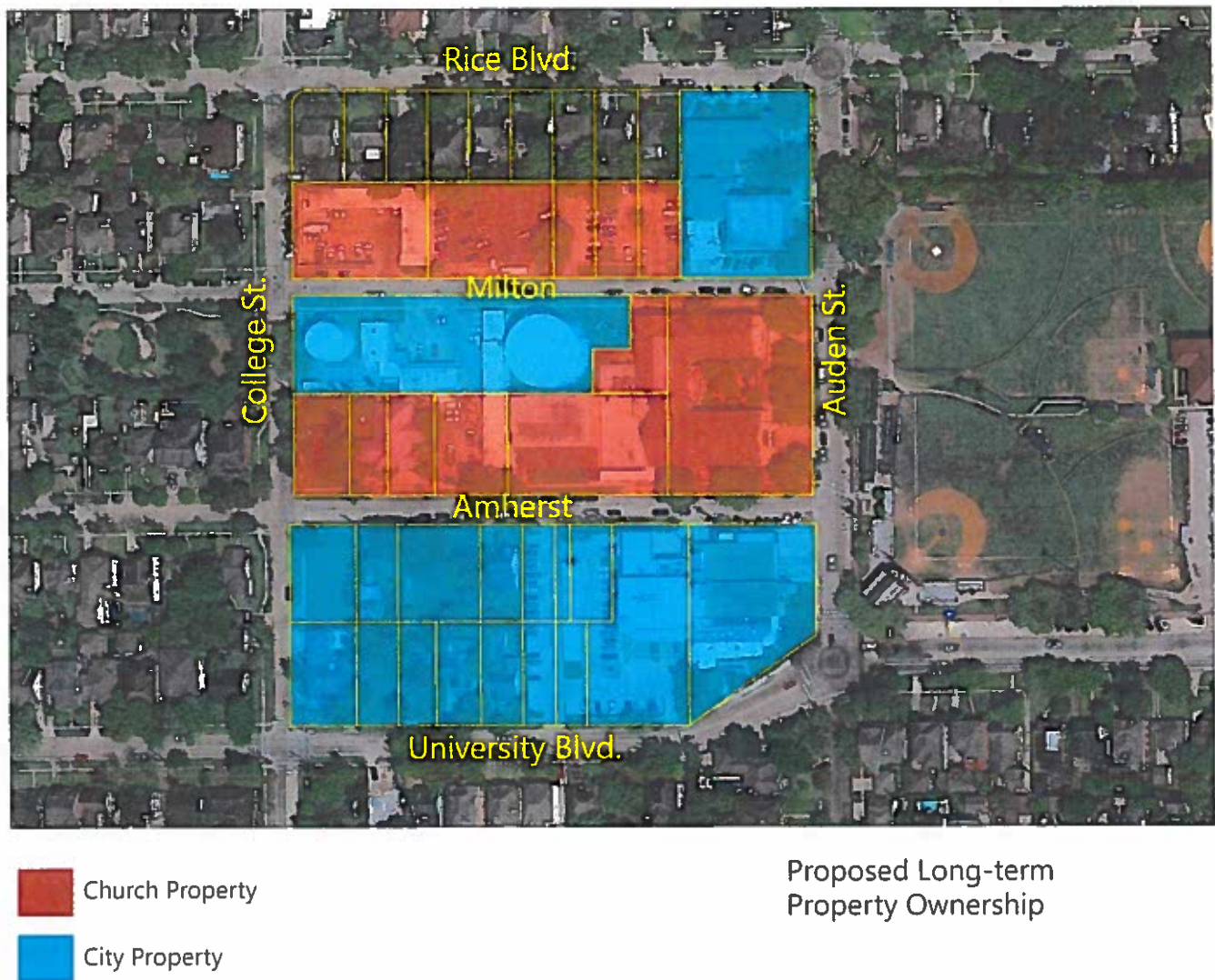
Notes

All costs are listed in 2015 Dollars
 Include linear detention concept

Projected Bid Date July 2015

Projected Budget	Square Feet	Cost/SF	Subtotal	
Sitework prep	0	\$ 3 50	\$ -	Included in another budget
Offsite Work	0	\$ -	\$ -	
Concrete Paving	0	\$ 8 00	\$ -	Included in another budget
Gravel Paving	0	\$ 2 50	\$ -	Included in another budget
New Covered Parking Canopy	0	\$ 45 00	\$ -	Future Construction
New Conditioned Space	0	\$ 100 00	\$ -	Included in another budget
New Mezzanine	0	\$ 50 00	\$ -	Included in another budget
New Unconditioned Building	0	\$ 70 00	\$ -	Included in another budget
Perimeter Fence	0	\$ -	\$ -	Included in another budget
Dog Kennel	600	\$ 100 00	\$ 60 000 00	
Site Lighting	0	\$ -	\$ -	Included in another budget
Design Contingency (5%)			\$ 3 000 00	
Subtotal			\$ 63,000.00	
Sanitary Connection Fee			\$ -	Included in another budget
Water Connection Fee			\$ -	Included in another budget
All Permit Fees			\$ -	Included in another budget
Construction Subtotal			\$ 63,000.00	
GC General Conditions (3.5%)			\$ 2 205 00	
GC Fees (5.5%)			\$ 3 586 28	
Construction Total			\$ 68,791.28	
Total Construction Cost per Square Foot			\$	114.65
Soft Cost (12%)			\$ 12 000 00	
Contingency (10%)			\$ 6 879 13	
Furniture, Fixtures and Equipment Costs			\$ 10 000 00	
Land Costs			\$ -	
2015 Project Budget			\$ 97,670.40	
Total 2015 Project Costs		\$ 97,670.40		

Future Assemblage within Municipal Block: The City should consider future assemblage of property bound by Amherst, University, College and Auden to provide the City options for locations of future replacement buildings within City Center. The assemblage of property within this block could be accomplished through a combination of acquisition and/or property exchange as the opportunities present themselves.



Future Replacement of Community Building and Library: The existing Community Building and Library are located in the City Center. The Community Building was constructed in 1941 and renovated in 2011. The Library was constructed in 1961 and has not been renovated. These two buildings are serving the community well but have limited life expectancy remaining. The buildings should be able to accommodate use for the next ten years, although the library is seriously undersized by standards applicable to modern libraries. However, the City should be planning for significant improvement or replacement costs for each of these buildings in the future. The existing buildings cannot be easily expanded in place. Replacement buildings could be located on other City property in City Center or the Municipal Campus. At the time that replacement is necessary, the City should study whether renovation, expansion or re-

placement is the best alternative. The buildings could be replaced in the same footprint or be relocated. The creation of a larger municipal block bounded by Rice, University, Amherst and College would provide a more pedestrian friendly complex. There are many options for use of this site from buildings, to additional parking to additional park space. This Facilities Plan suggest several options for relocation of these buildings in the future depending on the decision to assemble property for the municipal block.

Trigger: Replacement decision of existing buildings based on use requirements or life expectancy.

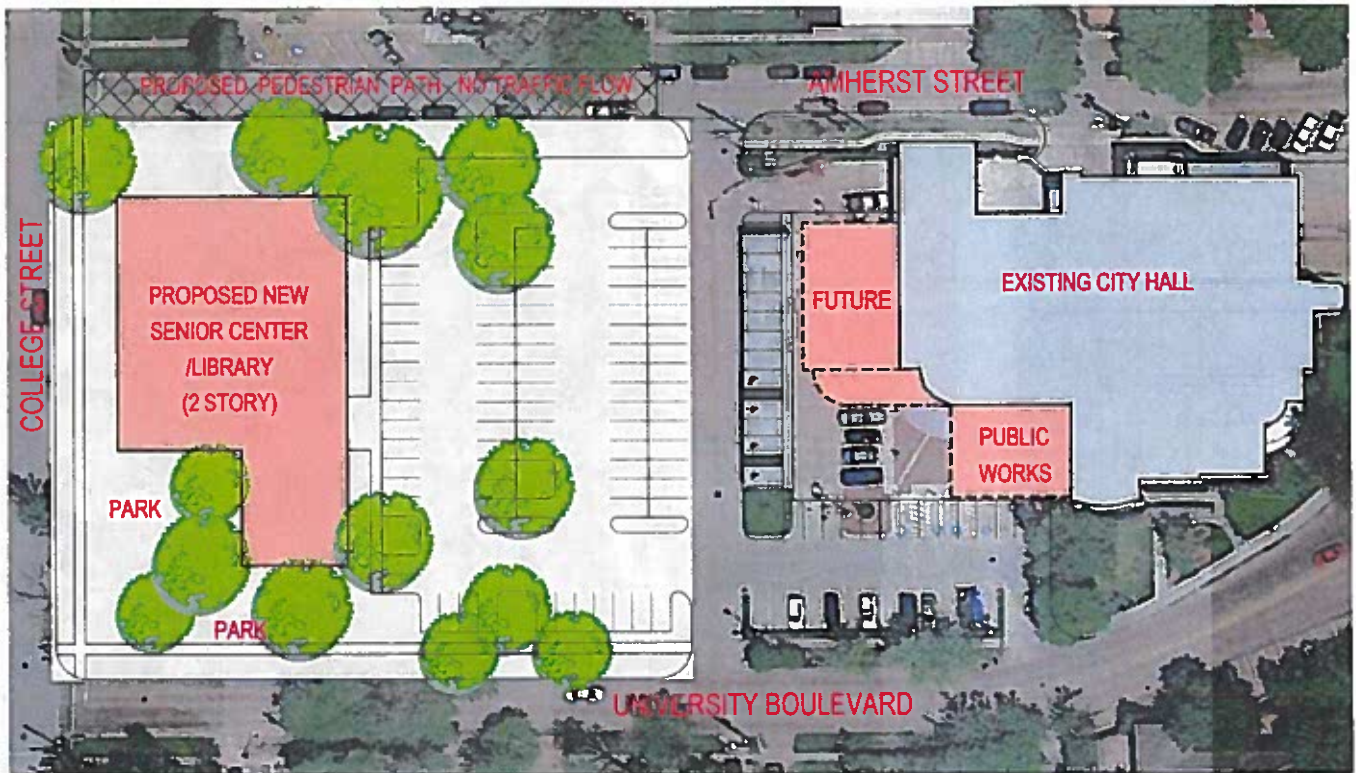
Next Steps: Monitor use and condition of existing buildings. Consider additional property acquisition in future as property becomes available for municipal block or current location.



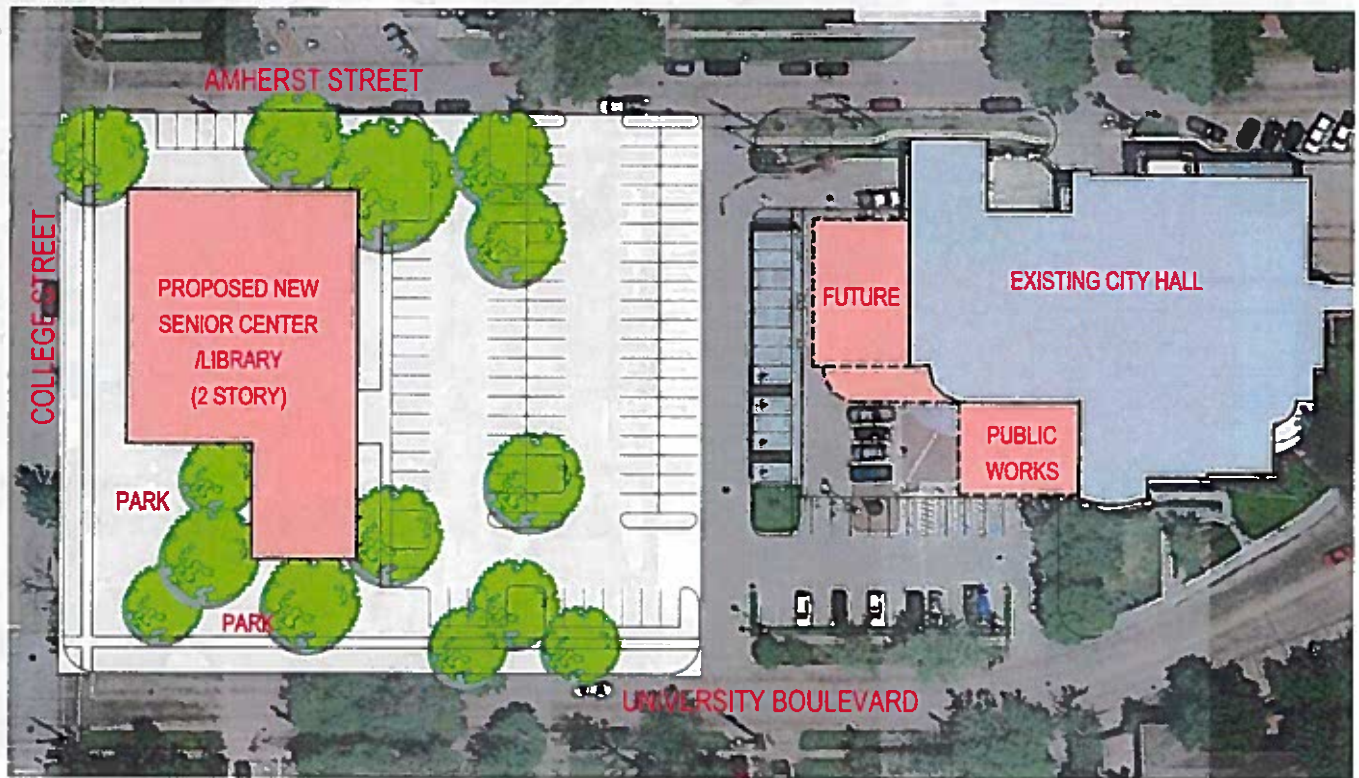
Option No. 1



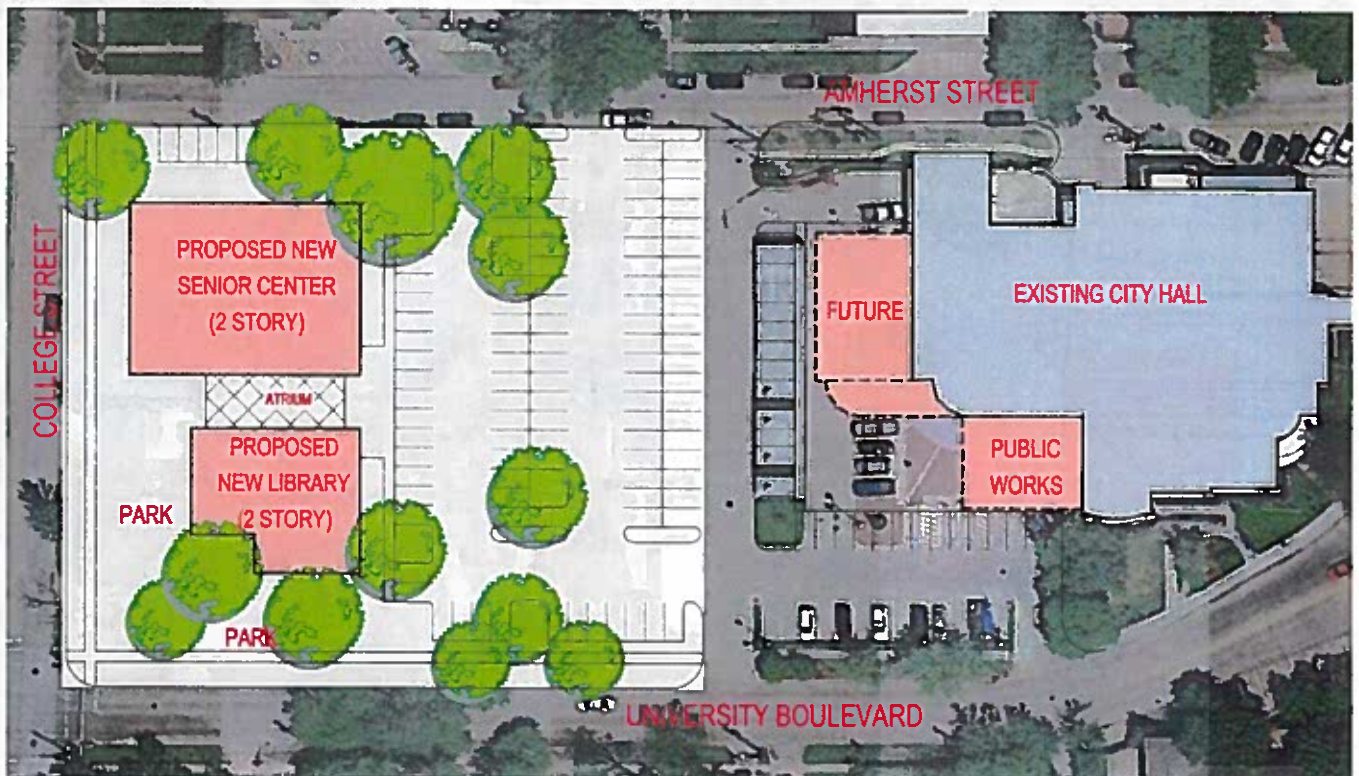
Option No. 2



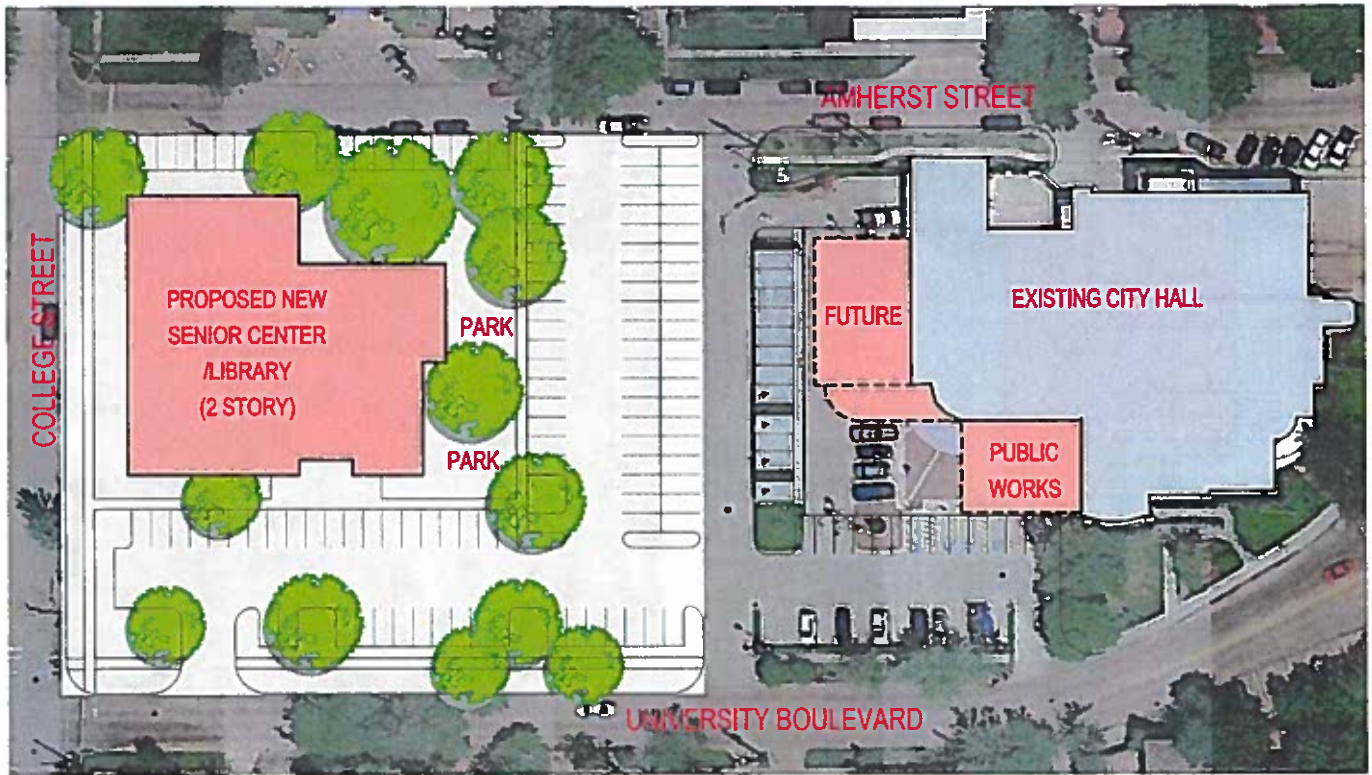
Option No. 3



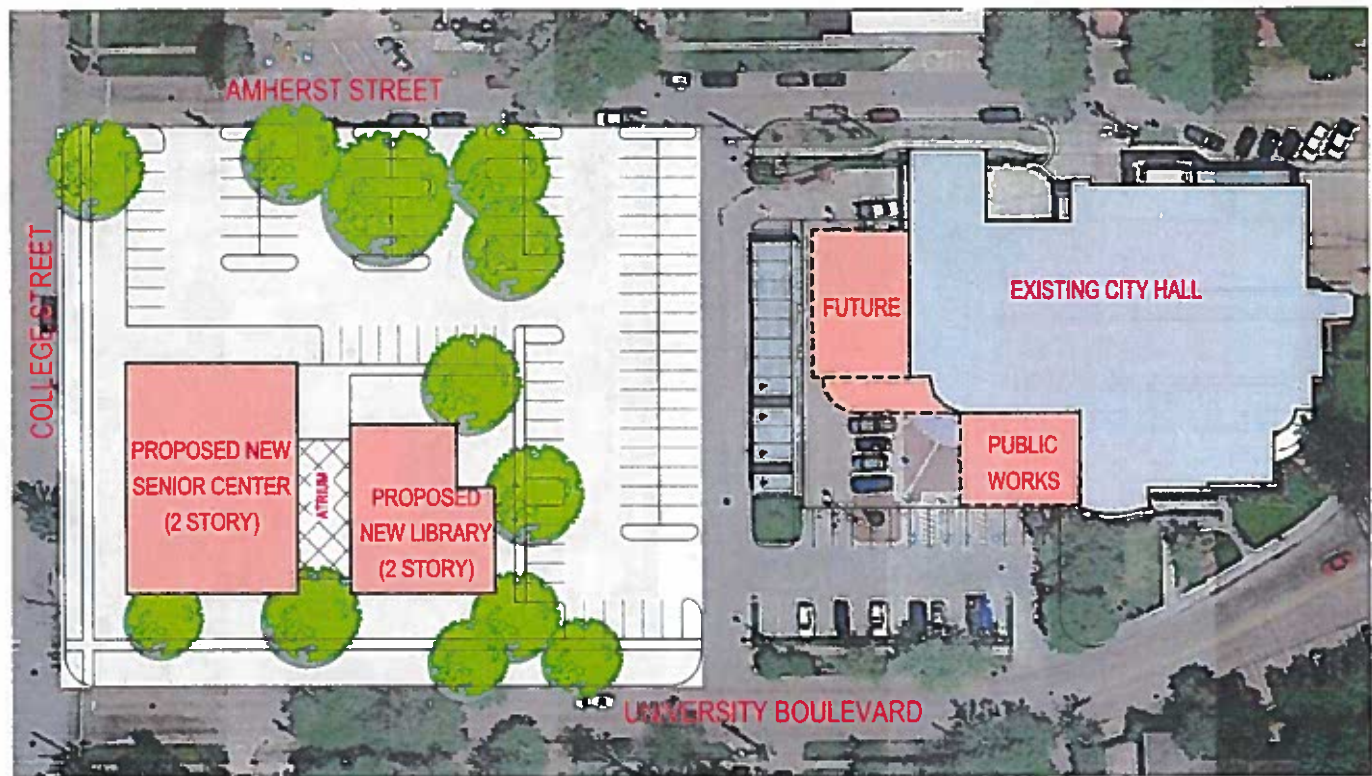
Option No. 4



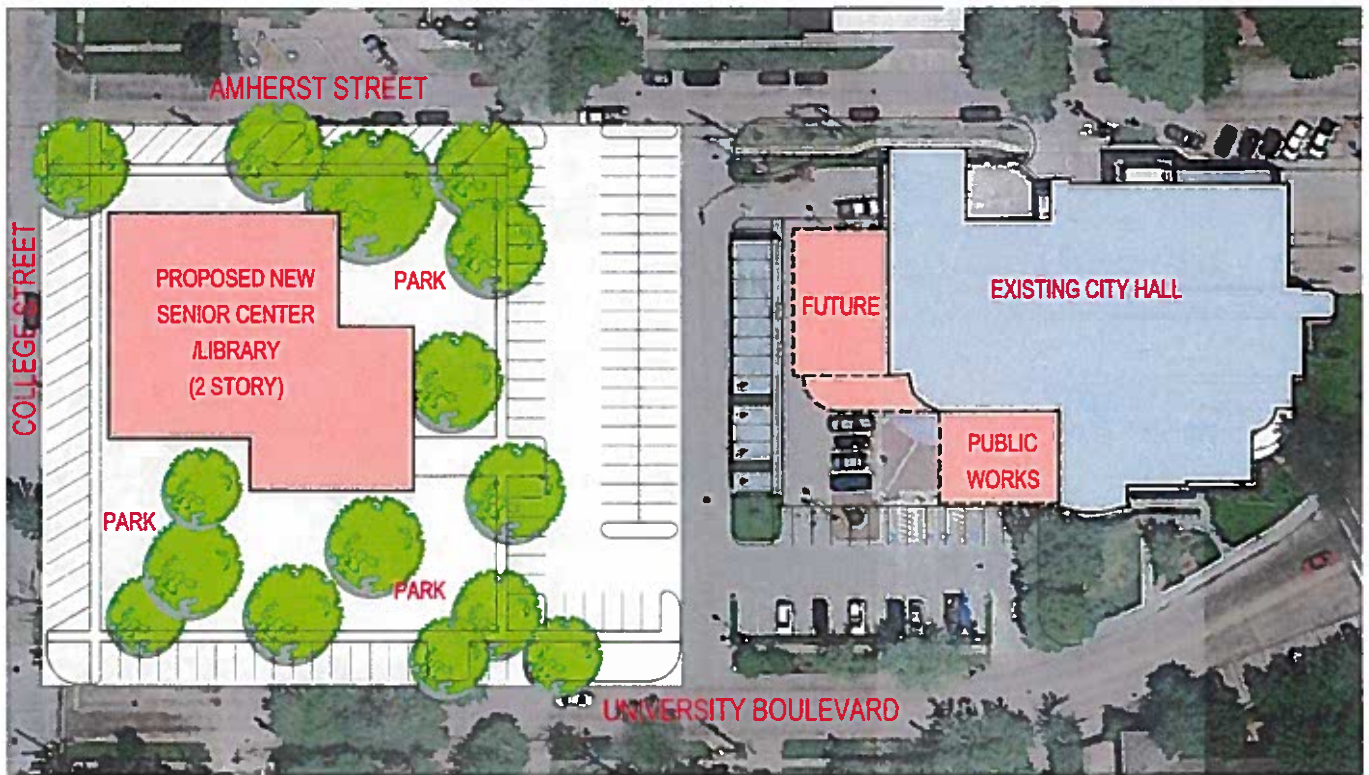
Option No. 5



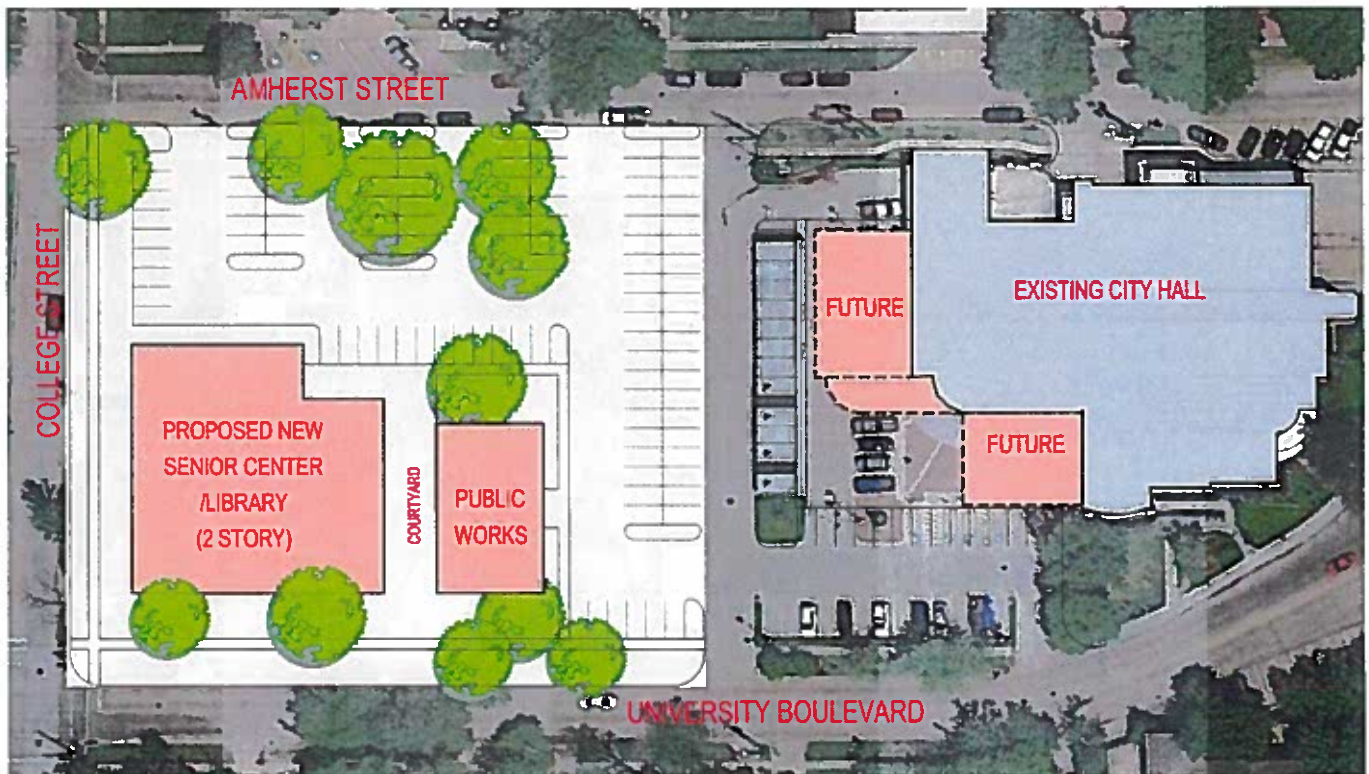
Option No. 6



Option No. 7



Option No. 8



Option No. 9



TIMELINE

The timeline for facility improvements includes the following:

- 1) **Public Works Maintenance Facility:** The City could construct a new replacement facility on Dincans site at such time as the City wishes to relocate the existing facility out of City Center or as the existing buildings reach end of life expectancy.
- 2) **Animal Facility:** The trigger to replace the existing Animal Facility is the expansion of animal population or other policy decisions.
- 3) **Municipal Block:** The assemblage of property in the municipal block area bound by Amherst, University, Auden and College should be considered as the properties become available.



Specific Action
Recommendations

SPECIFIC ACTION RECOMMENDATIONS

This Facilities Master Plan Update recommends several specific actions for the City to consider. These specific actions will allow for orderly progression of the development of planned facilities. Some of these recommendations are project specific and some are general in nature. These recommendations include the following:

- 1) Design and construct a new Public Works Maintenance Facility at 5004 Dincans.
- 2) Design and construct a new Animal Facility which will be located at its existing location or at 5004 Dincans.
- 3) Conduct a Facilities Conditions Assessment Update for all City buildings every 5 years.
- 4) Conduct a Facilities Master Plan Update every 10 years.

